



## RIDGEWOOD SCHOOL

<b>TITLE:</b>	Personalised Learning Coordinator
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<b>RESPONSIBLE TO:</b>	Senior Leader – Behaviour and Attendance
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<b>RESPONSIBLE FOR:</b>	The academic outcomes of all students placed in our personalised provision across the school.
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<b>PURPOSE:</b>	The Personalised Learning Coordinator plays a pivotal role in fostering high levels of student behaviour, engagement, and attainment across the school. This position supports Ridgewood's commitment to inclusion, educational achievement, and personalised learning by coordinating and maintaining an efficient and effective provision for students requiring alternative or additional support.
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### **DUTIES AND RESPONSIBILITIES/KEY AREAS:**

- Act as the gatekeeper for all Personalised Learning Provision (PLP) referrals, under the direction of the Senior Leader – Behaviour and Attendance, ensuring timely communication of outcomes to staff.
- Collaborate with the Inclusion Team to provide tailored support and guidance for students accessing personalised learning.
- Design, implement, and oversee personalised learning programmes for individual students or groups, ensuring progress is tracked and monitored.
- Work closely with Heads of Department to resource and enhance the Star Centre's curriculum offer, ensuring that it meets the diverse needs of students.
- Liaise with families to support strong academic outcomes through clear and consistent communication, helping them provide effective support at home.
- Coordinate access arrangements for students, including EAL support and exam provisions, ensuring their needs are identified and addressed appropriately.
- Mentor students within the Star Centre, acting as key point of contact and providing regular updates on progress.
- Develop and manage timetables for the Star Centre and LINK provision, ensuring staff are informed about students' schedules and provisions.
- Communicate effectively with staff regarding both short-term and long-term plans for students accessing personalised learning or alternative curricula.
- Collaborate with the attendance team to support smooth transitions and positive starts for new admissions to Ridgewood, ensuring all necessary arrangements are in place.
- Organise and run Star Centre detentions for identified students, providing a structured and restorative approach to behaviour management.

**Administrative and Community Liaison Responsibilities:**

- Ensure the smooth operation of the Star Centre and LINK provision by maintaining an efficient administrative system and updating records regularly.
- Engage actively with the Performance Management Review process.
- Support the Inclusion Team in delivering targeted intervention groups that align with the specific needs of students.
- Maintain a collaborative working environment by attending meetings, INSET, and other staff development opportunities.

**Health, Safety, and Welfare:**

- Take responsibility for personal health, safety, and welfare, as well as that of others who may be affected by your actions or inactions.
- Comply with all health, safety, and welfare policies set by the school.

**Miscellaneous:**

- Uphold and promote the school's distinctive mission, ethos, and policies.
- Dress professionally in accordance with the school dress code.
- Perform other reasonable duties as requested by the Headteacher to meet the evolving needs of the school.
- Undertake appropriate training to enhance the effectiveness of your role.

**37 hours per week term time only.** Daily hours to cover the school working day.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six month probationary period.  
Confirmation of the position is subject to satisfactory completion of  
this period.**