

**#TRANSFORMINGLIVES**

**Recruitment Pack  
Needs Assessment  
Co-ordinator**



**Welcome and thank you for accessing this recruitment information pack.**

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – over 170 years. In this time the College has built up a reputation as one of the country’s leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students’ lives.

Staff are aware of the College’s history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 170 years – and beyond.

Times are exciting for the College with opportunities for further growth and development via the recent Further Education White Paper, announcements made in the March 2021 Budget and as the economy rebounds from the impact of coronavirus.

We moved into our current premises in 2011 and since this time investment has been made to ensure the facilities remain exceptional. This environment, which high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected off all staff as the College embraces a culture of improvement, growth and development.

The College’s curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Local Enterprise Partnership. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

**Thank you once again for visiting this site and in this recruitment pack you will find information related to:**

- **The job description and person specification.**
- **The College’s approach to recruiting ex-offenders.**
- **Reasons to work at the College**
- **The College’s mission, expectations and behaviours**



**Darren Hankey,**  
Principal and Chief Executive,  
Hartlepool College of Further Education



## Job Description:

**Post Title:** Needs Assessment Co-ordinator

**Reporting To:** Head of School – SEND & Foundation Studies

**Salary:** Up to £27,019.50 per annum FTE

**Hours:** Part time, 22 hours per week

**Holidays:** Term time only

### The Specific Nature of the Role

The post holder will work within the School of SEND and Foundation Studies and will be responsible for co-ordinating learner needs through the administration of Cognassist. The role will support apprenticeships who require additional learning support, ensuring that needs are identified, recorded and monitored effectively through Cognassist. The post holder will work closely with learners, HOS, apprenticeship teams to ensure support strategies are implemented and maintained through the learner journey.

### Main Duties and Responsibilities

- To act as administrator for the Cognassist platform, ensuring learner records are maintained accurately and updated in a timely manner.
- To work closely with the Head of School (SEND) to schedule, coordinate and facilitate learner assessment meetings, reviews and follow-up support arrangements.
- To meet with learners to discuss learning needs as agreed with HOS and identify barriers to learning and gather information to inform support planning.
- To coordinate and support learner needs assessments for apprentices requiring additional learning support.
- To record assessment outcomes, recommended support strategies, and learner profiles within the Cognassist system, liaising with the Head of School (SEND) as required to agree appropriate support recommendations and reasonable adjustments.
- To monitor and review learner support plans through Cognassist, ensuring interventions remain relevant and effective and to work closely with the Head of School (SEND) to evaluate progress, identify emerging needs, and determine any changes to support arrangements.
- To track and maintain records of support strategies implemented for learners and monitor their impact on learner progress and achievement.
- To provide guidance and support to staff in accessing and understanding Cognassist learner profiles and recommended strategies.
- To liaise with HOS, staff and support teams to promote effective implementation of reasonable adjustments and support arrangements.
- To ensure all learner information is handled in accordance with GDPR, safeguarding requirements, and college policies.
- To perform such duties consistent with the position as may be required by the Principalship from time to time



## Person Specification

### Post Title: Needs Assessment Co-ordinator

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1. Fit in with the College's behaviour expectations and ethos	E	i and ii
2. Qualified to NVQ L3 Administration, business support or equivalent	E	i
3. Has experience of using learner data and reports to inform targeted learning goals and support strategies	E	i and ii
4. Has an awareness of additional learning needs (including SEND) and how these impact learner support and progression.	E	i and ii
5. Administrative experience	E	i and ii
6. IT literate and experience of IT systems	E	i
7. Has an understanding of the education sector	D	i
8. Has good interpersonal skills	D	i
9. Has good written and verbal communication skills	D	i
10. Is flexible and willing to work as part of a team	E	i and ii
11. Has the ability to prioritise workload	E	i

i – application form/letter (qualifications to be verified if successful)

ii – interview