

JOB DESCRIPTION

Fixed term until December 2026 in the first instance

ROLE TITLE:	Learning Support Coordinator for Alternative Provision (Gateway)		
REPORTING TO:	Cathy Leamon – Steps2Work/Outside and Active Programme Manager		
LOCATION:	Gateway Community Garden - Reigate		
HOURS:	21 hours p/wk for 41 weeks of the year (term time plus 2)		
SALARY:	£13,485 (£13.78 ph)	DIRECT REPORTS:	None
CLOSING DATE:	4 November 2025		

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Spelthorne Family Centres**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through **Steps2Work Wellbeing** and our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Community Group** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Surrey Care Trust is invested in supporting those young people 14-16 that are not in education, or not suited to full time school provision by delivering Alternative Provision based at our award-winning Gateway Community Garden in Reigate. Students will be referred via Surrey County Council, Local Schools and Colleges. We are implementing this programme following a very successful year of supporting this age group back into a school setting. By the very nature of the setting where the school day will take place, it is therapeutic and allows space in an outdoor environment during good weather and indoor space in the colder weather for a variety of horticulture based activities along with crafts, wellbeing, woodwork, and gardening to take place.

We will be delivering ASDAN qualifications and units over the 2 days that the students attend.

Our Vision

We are the local charity working with volunteers, to make Surrey a place where vulnerable people have the opportunities, skills and support they need to achieve their potential.

Our Mission

We are breaking the Cycle of Disadvantage in Surrey by equipping vulnerable people with the skills and confidence they need to change their lives, and their futures.

Overall purpose of the role

This role is pivotal to supporting and facilitating the teaching and learning of young people at Surrey Care Trust's Alternative Provision on the Gateway Community Garden. Along with the Senior Coordinator, you will deliver teaching and learning support for pupils aged 14 – 16, including those with Special Educational Needs and Disabilities (SEND) and administer student attendance, records and assessments. The key duties include coordinating provision with the team, administration of records, and working closely with young people, parents and schools to deliver personalized support plans and educational outcomes for students. You will support the Senior Instructor for Alternative Learning in the implementation of the programme and liaise with the Gateway Community Garden team to ensure a cohesive approach to the activities, support the planning of sessions and delivering the assessment criteria for the ASDAN qualifications with your students.

Duties and Responsibilities

- **Coordination of Provision:**
Facilitate the day-to-day delivery of teaching and learning and support for students and those with SEND, ensuring effective use of resources, working towards all students gaining ASDAN qualifications.
Working with the Senior Instructor to support lessons and schemes of work to meet qualification outcomes.
Linking in with the awarding body requirements and external verifiers for assessment of student portfolios.
Explore innovative ways to facilitate teaching and learning that best meet student needs.
- Organise and set up appropriate resources and ensure they are used efficiently and safely for the activities that the student will undertake in the setting.
- **Staff Support & Development:**
Support the Senior Instructor to deliver effective teaching strategies and behaviour management.
- **Liaison with Parents and Professionals:**
Working collaboratively with parents, external professionals (e.g., schools, Educational Psychologists, Speech & Language Therapists), and local authorities to provide continuity of support.
Ensure safeguarding procedures and records are kept and maintained, reporting any safeguarding concerns to the Senior co-ordinator.
- **Record Keeping and Monitoring:**
Ensuring all admin is kept up-to-date records of all pupils and those with SEND provision, supporting Safeguarding and Health and Safety procedures are adhered to whilst monitoring students' progress and engagement.

Person Specification

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
Good standard and level of education, with excellent spoken and written English.	Degree or a teaching qualification/certificate
SENCO qualification or previous experience as a SENCO or LSA supporting SEN children/adults	Experience of supporting children/adults with additional needs, with knowledge of how their needs may need to be addressed
Relevant Experience	

Experience in a school setting or working with young people who face barriers in education	Teaching certificate Working with young people with SEN needs.
Experience of teaching or leading small groups and presenting to groups.	Teaching experience
Willingness to work outdoors in all weather	Working in a horticultural setting
Very good standard of computer literacy including Microsoft Office at intermediate/high level	Dealt with safeguarding issues and worked with/supported complex families
Good record keeping with excellent attention to detail	Experience of delivering or administering assessment criteria/curriculum in teaching/learning.
Knowledge	
Safeguarding Training and recognising the importance of safeguarding and keeping children safe.	Safeguarding experience
SEN knowledge/experience and how best to support young people with a range of needs	Worked with SEN children and experience of adapting techniques to best support them.
Skills and Expertise	
Good communication skills	Strong problem solving and interpersonal abilities
Good organisation and planning skills	Experience of planning curriculum or assessments

Enhanced DBS is required and will be undertaken by Surrey Care Trust

Car driver as travel will sometimes be required for meetings at Schools, Colleges and for networking

Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

General

This job description is not an exhaustive list of duties, but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust.

For an initial discussion about this role please contact Cathy Leamon – cathy.leamon@surreycaretrust.org.uk and/or 07730570305

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk – Closing date for applications is 22/10/25