

**Job Title:** Learning Diversity (LD) Co-ordinator

**Responsible to:** Director of Adult and Higher Education

- Ensuring that the LD provision meets the expectations of the funding body
- Developing the LD curriculum to support tutors to deliver outstanding teaching and learning
- Applying the RARPA methodology to the LD provision and students
- Communicate with supporters on a regular basis
- Tracking student progress
- Ensuring all students have targets and tutors are tracking student progress towards their targets
- Make sure the details of the LD courses are correctly displayed on all marketing materials
- Ensure the LD courses are on the system prior to September and timetabled correctly
- Check registers to make sure they are being marked correctly
- Monitor attendance and discuss students with problems/check emails from tutors regularly
- Meet with Director to identify strengths of provision and areas for development
- Liaise with Head of Adult Study Support regarding LSA support for students and classes
- Attend (and lead) any training sessions as deemed appropriate
- Mentor new tutors (paperwork available from HOC or Personnel)
- Arrange Lesson Observations of all LD tutors (one per year).
- Prioritising the safeguarding of all students and participate in training on safeguarding matters
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other tasks reasonably required by the Principal/Director