

Waltham Forest College

Job Title: Access and Inclusion Coordinator

Location: East London

Hours: 36 hours

Salary range: £28,301 - £30,762 per annum inclusive of London Weighting

Waltham Forest College is a forward thinking, vibrant, diverse and exciting place to study and work. We are proud of our achievements including being rated as the top performing college in London for student satisfaction for the past two consecutive years, as well as being graded as Good by Ofsted.

We believe that our employees are the heart of the organisation and having the right people in the right place, with the right skills is the key to our success. We are looking for a committed individual who is passionate about working in an aspirational and high performing college and dedicated to contributing to an outstanding experience for our learners.

The successful candidate will have a keen sense of responsibility, ownership and a 'can do' approach to addressing everyday challenges. If you believe you have the skills, experience and motivation to make a difference and be part of Team Forest, we strongly encourage you to apply for the post at Waltham Forest College.

The Access and Inclusion Coordinator role is diverse and challenging, embracing the selection, leading on health and Safety of our students with various needs, risk assessments, Personal and care coordination, organising and managing Social clubs, ongoing training and development of staff as well as bring the student perspective to developing services and processes. The postholder will be working with colleagues across the SEND provision and supporting any students with inclusion needs within the college.

The successful candidate will have the following:

- A relevant and significant experience of managing Access and inclusion provision
- A recent successful record of managing team/s
- An understanding of student needs from a wide range of backgrounds.
- An understanding of the effective use of ICT and maintaining databases
- Ability to manage conversation with Local Authorities and other stakeholders
- Experience of delivering training and managing H&S and Risk assessment processes.

The full summary of duties and person specification can be found within the Job Description.

What's in it for you?

We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme, discounted local gym membership, enhanced sick pay, NUS Employee discount, free onsite parking, cycle to work scheme and Sodexo benefits scheme

Equality, diversity and inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups

Waltham Forest College

currently under-represented in senior roles, including females, Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

Closing Date: 26 May 2022

Interview Date: w/c 6 June 2022

***Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview before the closing date*.**

Please download the application form and submit to human.resources@waltham.ac.uk