**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Inclusive Learning Advisor with additional responsibilities for Personal Care  Term time only | Inclusive Learning |
| **SALARY** | **BENEFITS** |
| £15,796 to £17,765 per annum pro rata,  relating to qualifications and experience | Local Government Pension Scheme |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Inclusive Learning High Needs and Transitions Co-ordinator | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To provide personal/intimate care support to students following College policy and procedures in place to support this process.  To understand how to operate the hoists and the specialist equipment provided for the students.  To provide learning support to students with learning difficulties and disabilities, those with special educational needs and disabilities, those with literacy / numeracy needs and those in receipt of High Needs Funding.  To ensure the safeguarding and wellbeing of all supported students  To keep the necessary records relating to learning support and inclusive learning.  To input details of learning support onto the eILP’s and learning support records system.  To liaise with the EHCP Manager/Inclusive Learning Coordinator and Head/Assistant Head of Inclusive Learning concerning students being supported. | |
| **DUTIES** | |
| To assist students in personal/intimate care in compliance with college policy and procedures.  To undertake annual update training in personal care procedures.  To use specialist equipment such as the hoists, standing frames, walkers.  To follow and deliver physio programmes set by professionals.  To maintain learning support records as required, undertaking progress reviews, SEND Support Plans and staff / student support records as required  To support students with learning difficulties / disabilities and literacy / numeracy needs including those with high needs funding arrangements.  To support students with SEND requirements and keep the necessary documentation required.  To work with students on a 1-1 or group basis either in class or out of class as required  To assist students in practical and theory sessions, workshops, literacy/numeracy sessions and lectures as required.  To undertake staff development or other training which is provided to ensure effective provision of learning support.  To support students before class, during breaks and lunchtimes and after class, if required.  To promote the use of assistive technology, in particular the use of educational apps and specialist software.  To attend reviews and learning support meetings as required.  To carry out such support duties as identified by the Head/Assistant Head of Inclusive Learning.  Promote the College values:  - Respect for yourself, each other and the environment  - Welcoming, honest and open  - Safe and supportive culture  - Inspiring learners and staff  - Positive and dynamic attitude  To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE principles – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles.  Promote College sustainability policies and strategies by personal commitment and lead by example. | |
| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.)  To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  Maximise effective use of time and personal ability.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College.  Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively.  Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role. They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility.  Ensure all accidents and near misses are recorded and reported following College procedures  Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies.  Any other duties that may reasonably be required by Line Management and the Principal. | |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  To be aware of safeguarding and dignity requirements around personal/intimate care.  Appropriate level of physical and mental fitness (PI) | To have experience in providing personal/intimate personal care.  To have experience in supporting students with physical disabilities. |
| ***Attainments*** | |
| To have or be willing to work towards a Level 2 Certificate in Learning Support or equivalent (A/I)  To have or be willing to work towards a Level 2 Certificate in Safeguarding and Dignity.  Experience of supporting people in an educational capacity (A/I)  GCSE English and Maths Grade C or above or equivalent (A) |  |
| ***General Intelligence*** | |
| Evidence of sound written English skills (A/I) |  |
| ***Special Aptitudes*** | |
| Interpersonal and communication skills necessary for working with students with learning support needs. (A/I)  The interpersonal skills to work within a team (A/I) | The ability to support students in class in a supportive yet unobtrusive way (A/I) |
| ***Interests*** | |
| Promoting the inclusion of students with learning difficulties and/or disabilities (A/I)  The desire to undertake relevant staff development (A/I) | An interest in the promotion of assistive technology, in particular the use of educational apps (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I)  To be respectful of the wishes and needs of students (A/I) | To be able to encourage independence and self-esteem among supported students (A/I) |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability to work flexibly – Flexibility in the days, hours, times and curriculum area in which you may be required to work. (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Inclusive Learning Advisor with additional responsibilities for Personal Care  Term time only | Inclusive Learning |
| **SALARY** | HOURS OF WORK |
| £15,796 to £17,765 per annum pro rata,  relating to qualifications and experience | Role 1= 37 Hours per Week  Role 2= 32 Hours per Week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| Payment for holiday entitlement will be incorporated into annual salary based on a pro rata of a full time equivalent holiday entitlement of 26 days, rising to 31 days following 5 years’ service plus Bank Holidays | Local Government Pension SchemeUp to £13,700 pa 5.5% Employee£13,701 to £21,400 pa 5.8% Employee£21,401 to £34,700 pa 6.5% Employee£34,701 to £43,900 pa 6.8% Employee£43,901 to £61,300 pa 8.5% Employee£61,301 to £86,800 pa 9.9% Employee£86,801 to £102,200 pa 10.5% Employee£102,201 to £153,300 pa 11.4% Employee£153,301 or more pa 12.5% Employee14.2% Employer You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Please note that all new employees of the College will be required to pay for their DBS check (at present £40.00 for an enhanced level check).  Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.  Please see overleaf regarding DBS Update Service. | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |