**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Inclusive Learning SEND Specialist Tutor/EAA Assessor 0.4 | Inclusive Learning |
| **SALARY** | **BENEFITS** |
| £26,808 - £31,536 per annum, pro rata, in accordance with qualifications and experience. | Teachers’ Pension Scheme  40 days annual leave, pro rata, to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Head of Inclusive Learning | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES** | |
| Liaise closely with the Assistant Head of Inclusive Learning and the Exam Access Arrangement Coordinator.  Carry out exam access arrangement assessments and complete EAA reports based on these assessments for examining awarding bodies in consultation with the EAA Coordinator.  Provide specialist 1-1 support sessions for students with dyslexia, autism or other  Learning difficulties or disabilities.  Provide diagnostic assessment for SEND learners.  Attend interviews for students who may require additional learning support.  Attend cross college meetings, where IAG may be required regarding SEND or LLDD learners.  Provide 1-1 and small group support to learners with SEND across the college provision.  Deliver CPD to Inclusive Learning staff and to cross college staff around SEND and  inclusion, as requested. | |

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| 1. **DUTIES** |
| Assess students’ additional needs prior to enrolment, at interview and induction and on programme and to write SEND support plans, as required.  Advise staff within Inclusive Learning and Teaching staff on adjustments to learning programmes for SEND learners.  Complete inclusive learning records via electronic support forms or eILP’s and input support details on a weekly/monthly basis according to individual requirements. |
| To support students according to their EHCP or Assessment of Need arrangements.  To make assessments regarding additional learning needs based on SEND or EHCP records, medical reports, or professional reports and guidance from other professionals as appropriate  To act as a reader, amanuensis or invigilator for assessments as required in compliance with exam body regulations.  To write individual Wellbeing Plans and provide advice and guidance to vocational tutors in their writing of Individual Risk Assessments. |
| To assist and support the use of Assistive Technology. Keep up to date with developments in the world of Assistive Technology and promote the effectiveness and support available to students and staff.  To attend College meetings, Open Days and other events as required by Line Management and the Principal.  All teachers must meet annual Continuing Professional Development (CPD) requirements for teaching staff.  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. |
| **Meet College standards**   * To promote College sustainability policies and strategies by personal commitment and lead by example. * To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. * You role model and promote the College values: * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  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.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**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. Hot desking is available at the Preston campus but individuals will be equipped to work remotely.

**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

(MT) Assessed via a 20 minute student centred mini teach

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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)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Qualified Teacher Status in FE sector (A)  GCSE or equivalent in maths and English(A)  CCET or equivalent plus the EAA additional module  (Certificate of Competence in Educational Testing)  Qualifications in SEND, SpLD or Autism  Experience of carrying out and writing exam access arrangement reports (A/I)  Experience of supporting/teaching neurodiverse students (with specific learning differences such as dyslexia, dyspraxia and dyscalculia) in Further or Higher Education and/or Schools (A/I) | Learning difficulties and disabilities qualification (A)  Experience of carrying out diagnostic assessments (A/I)  Postgraduate qualification in SpLD and PATOSS or AMBDA recognised qualifications (current license to practice)  Professional (full) Specific Learning Difficulty membership of: PATOSS, BDA, ADSHE, Dyslexia Guild (please give membership details)  Experience with different testing methodologies using various assessment tools (A/I) |
| ***Special Aptitudes*** | |
| Excellent communication skills with the ability to motivate learners (A/I/P)  Teaching/training experience and knowledge of developments in teaching and learning (A/I)  Competent in ICT (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate the capability of being an inspirational role model for all stakeholders e.g. staff, students, parents / guardians (A/I/P)  Evidence of a good general education and good written English skills (A/I)  To be proactive and enthusiastic in supporting inclusive education (A/I)  Good liaison skills and good record-keeping and report writing skills (A/I) | Experience of providing IAG – information, advice and guidance. (A/I)  Experience of liaison with other professionals and agencies (A/I) |
| ***Interests*** | |
| Subject related interests (A)  Evidence of high levels of engagement in continued professional development, peer review / observation and self-reflection on teaching and learning practice (A/I)  Empathy with education (A/I) | Experienced at delivering CPD (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Excellent communication skills (I)  Approachable (I)  Person centred approach (I)  Positive and enthusiastic attitude (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 Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I) | Prepared to travel for College work.(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 SEND Specialist Tutor/EAA Assessor 0.4 | Inclusive Learning |
| **SALARY** | HOURS OF WORK |
| £26,808 - £31,536 per annum, pro rata, in accordance with qualifications and experience | 14.8 hours per week.  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days annual leave, pro rata to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays. | Teachers’ Pension SchemeUp to £29,187.99 pa 7.4% Employee£29,188 - £39,290.99 pa 8.6% Employee£39,291 - £46,586.99 pa 9.6% Employee£46,587 - £61,742.99 pa 10.2% Employee£61,743 - £84,193.99 pa 11.3% Employee£84,194 and above pa 11.7% Employee23.68% Employer You will automatically become a member of the TPS |
| 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  Refer to Staff Professional Code of Conduct |
| 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  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | | |
| |  | | --- | | **CONTINUING PROFESSIONAL DEVELOPMENT** | | | |
| In order to comply with College policy, all teachers/assessors are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College.   Failure to comply with these requirements may lead to your dismissal.  Full details of the College’s policy in relation to Continuing Professional Development will be communicated to you. | | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | | |
| In line with College policy, teachers/assessors employed at Myerscough are required to hold the relevant teaching qualification/assessor award/s.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held.  The Corporation will review with the teacher/assessor, either prior to commencement of employment or shortly thereafter, the qualifications required for the post and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the teacher/assessor fails to secure the requisite qualifications within the period specified by the College, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with the relevant clause/s in individual Contracts of Employment. | | |

**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 | |