**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Inclusive Learning Transitions Advisor 15 hours per week 40 weeks per year | Inclusive Learning |
| **SALARY** | **BENEFITS** |
| £16,960 - £20,657 per annum, pro rata relating to qualifications and experience | Local Government Pension SchemePayment 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 |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| SEND Funding and EHCP Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** |
| Deal with enquiries from students requiring support, teaching and support staff and outside agencies.Attend annual reviews in schools and other learning providers and keep records of these reviews.Follow up any queries, requests for evidence, as required.Liaise with Local Authorities regarding Education, Health and Care Plans as directed by High Needs and Transitions Coordinator.Contribute to the EHC Plans relating to education and support provision.Attend interviews for FE prospective students.Arrange taster visits/days for prospective students, parents and school groups for those with learning difficulties and disabilities.Arrange annual review meetings for students with EHC Plans/HNF students and facilitate meetings as required.Attend College Open Days, Transition events and School events as required.Complete the statutory paperwork for local authorities around the annual review process within the statutory timescales.Put measures in place for students experiencing difficulties within college and placements, in liaison with the HNF Coordinator, the teaching team, the student support and welfare team and the residential team. |
| **DUTIES** |
| Support FE students through the transition process into college.Provide advice and guidance to those students moving on from college into Supported Internship employment or further study.Be a key link with the FE and work-based teams around high needs funded students and those with Education, Health and Care Plans.Track the dates of the annual reviews for high needs learners Organise annual reviews inviting all key stakeholders and requests for completion of required paperwork within the statutory timeframes. Organise meetings as required, internally and externally, ensuring all relevant parties are invited and follow up any necessary actions.Collate information from key documentation and pre-populate the person-centred planning paperwork in preparation for the annual reviewsTo facilitate the annual review and complete the person-centred planning paperworkWork closely with the Transitions and High Needs Coordinator and Inclusive Learning Mentors / Tutors regarding student support.To attend Open mornings and transition events as required. To undertake various duties related to Inclusive Learning provision |
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| **DUTIES** |
| 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

 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. |

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| **DUTIES** |
| 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)Confidence to lead meetings/reviews regarding students with SEND (A/I)  |  |
| ***Attainments*** |
| Good computer skills with an ability to use databases, spread sheets and word to a high standard (A) GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A/I) | A qualification in learning support (A/I)A qualification in IAG (A/I) |
| ***General Intelligence*** |
| Evidence of a good general education and good written English skills (A/I) |  |
| ***Special Aptitudes*** |
| Ability to communicate effectively with students of all abilities including those with learning difficulties or disabilities. (A/I)To be able to build good working relationships with academic and support staff. (A/I)Attention to detail. (A/I) | Safeguarding training received (A)An understanding of learning difficulties/disabilities in a school and/or a college setting (A/I) |
| ***Interests*** |
| A desire to promote inclusion of students with learning difficulties, disabilities or sensory impairments. (A/I) | Empathy with student–centred learning. (A/I) |
| ***Disposition*** |
| Excellent interpersonal skills (I)Good communication skills (I)Approachable (I)Person centred approach (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 and willingness to work flexibly (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 Transitions Advisor  | Inclusive Learning |
| **SALARY** | HOURS OF WORK |
| £16,960 - £20,657 per annum, pro rata,relating to qualifications and experience | 15 hours per week 40 weeks per year |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, pro rata, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Up to £14,100 pa 5.5% Employee£14,101 to £22,000 pa 5.8% Employee£22,001 to £35,700 pa 6.5% Employee£35,701 to £45,200 pa 6.8% Employee£45,201 to £63,100 pa 8.5% Employee£63,101 to £89,400 pa 9.9% Employee£89,401 to £105,200 pa 10.5% Employee£105,201 to £157,800 pa 11.4% Employee£157,801 or more pa 12.5% Employee14.2% EmployerYou 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 SchemeShould 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 £40.00 for an enhanced level check). |
| **COLLEGE VALUES** |
| Promote the College values:* Respect for yourself, each other and the environment
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***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
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