**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Inclusive Learning Specialist Tutor - 0.4  (fixed term to June 2021) | Inclusive Learning |
| **SALARY** | **BENEFITS** |
| £20,657 - £29,880 per annum, pro rata, relating to 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** |
| Head of Inclusive Learning | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| Provide mentor and specialist tutor support for higher education (HE) students with learning difficulties and disabilities who are eligible for Disabled Student Allowance (DSA) support.  Carry out specialist assessments for further education (FE), HE and 14-16 students.  Provide specialist 1-1 support sessions for HE learners with dyslexia, autism or other learning difficulties or disabilities.  Attend interviews for HE students who may require DSA.  Attend cross College meetings, where information, advice and guidance (IAG) may be required regarding SEND or LLDD.  Provide 1-1 and small group support to learners with SEND.  Deliver 1-1 study support sessions and study support sessions to FE and HE students.  Advise staff within Inclusive Learning and teaching staff on adjustments to student’s learning programmes.  Promote the use of assistive technology and advise and guide staff and students in the use of assistive technology.  Complete inclusive learning records on student eILP’s and input support details on a weekly/monthly basis according to individual requirements. | |
| **DUTIES** | |
| To support HE students according to DSA and Assessment of Need arrangements, particularly those with mental health diagnoses.  To assist with Access to Assessment arrangements for FE and HE learners.  To act as a reader, amanuensis or invigilator for FE/HE assessments as required.  Compliance with exam body regulations.  To advise staff within Inclusive Learning and curriculum areas on adjustments to students’ learning programmes.  Plan and deliver, in consultation with the Head of Inclusive Learning, occasional Continuing Professional Development (CPD) for Inclusive Learning and academic staff around SEND and Inclusive Practice.  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 input details of ALS onto eILP’s and the ALS recording system.  To attend College meetings, Open Days and other events as required by line management and the Principal.  All teachers must meet annual CPD requirements for teaching staff. | |
| 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. | |

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| **DUTIES** |
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| 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)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Qualified Teacher Status in FE sector (A)  Level 2 in English and Maths (A/I)  Level 4 or above qualifications in Mental Health, SpLD, Autism, VI, HI or other learning need or disability (A/I) | Learning difficulties and disabilities qualification (A)  Mentoring and high level counselling skills (A/I)  Experience of supporting/teaching neurodiverse students (with specific learning differences such as dyslexia, dyspraxia and dyscalculia) in further or higher education (A/I) |
| ***General Intelligence*** | |
| Evidence of a good general education and good written English skills (A/I) |  |
| ***Special Aptitudes*** | |
| 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*** | |
| Education of students with a learning difficulty and disabilities (A/I)  Inclusive learning and student-centred learning. (A/I) | Interest in assistive technology and ILT (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of and positive approach towards “safeguarding” and a willingness to embed within the College \* (A/I)  An understanding of health and safety requirements of a working environment and willing to fully implement all aspects (A/I)  An understanding of equal opportunities issues and willing to positively promote equality, diversity and inclusion 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 Specialist Tutor | Inclusive Learning |
| **SALARY** | HOURS OF WORK |
| £20,657 - £29,880 per annum, pro rata, in accordance with qualifications and experience.  Teacher qualified staff commence at minimum £24,095  Fractional posts will be pro rata | 0.4 contract  (fixed term to June 2021) |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days pro rata annual leave 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 £27,047.99 pa 7.4% Employee£27,048 - £36,410.99 pa 8.6% Employee£36,411 - £43,171.99 pa 9.6% Employee£43,172 - £57,216.99 pa 10.2% Employee£57,217 - £78,022.99 pa 11.3% Employee£78,023 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 £40.00 for an enhanced level check). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you 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 is available to all employees | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  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 employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, 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 clause 30.3 | |
| **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 | |