**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** | |
| Inclusive Learning  Specialist Tutor/Mentor 0.4  Fixed term 01.09.2021 to 01.06.2022 | Inclusive Learning | |
| **SALARY** | **BENEFITS** | |
| £20,907 - £30,179 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 specialist tutor/mentor support for higher education (HE) students with learning difficulties and disabilities who are eligible for Disabled Student Allowance (DSA) support.  Provide advice and guidance on SEND requirements for further education (FE), HE, 14-16 and Apprenticeships and Skills students and advice on support requirements.  Provide specialist 1-1 support sessions/mentoring for learners with mental health needs and/or other learning difficulties or disabilities.  Work as part of the Specialist SEND Tutor team to promote inclusive learning across all college provision.  Support students with study skills development.  Attend interviews for HE students who may require DSA. | | |
| **KEY TASKS AND RESPONSIBILITIES cont.d** | | |
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| Support the Inclusive Learning team in all matters relating to mental health support.and learning difficulties and disabilities.  Attend cross College meetings/forums where information, advice and guidance (IAG) may be required regarding mental health or mentoring needs  Advise staff within Inclusive Learning and teaching staff on adjustments to student’s learning programmes, particularly for those with Education, Health and Care Plans relating to mental health.  Promote the use of assistive technology to support additional learning and mental health needs.  Complete inclusive learning records on student learning plans and input support details on a weekly/monthly basis according to individual requirements and DSA/EHCP 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.  To advise staff within Inclusive Learning and curriculum areas on adjustments to students’ learning programmes regarding mental health requirements.  Plan and deliver, in consultation with the Head of Inclusive Learning, occasional Continuing Professional Development (CPD) for Inclusive Learning and academic staff around Mental Health 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 support onto individual learning plans and the College recording systems.  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. | |
| * 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.

**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**

(PI) Post Interview

(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 4 grade GCSE in English and Maths (A/I)  Qualifications to enable the provision of non-medical helper support to DSA students with mental health diagnoses and/or learning difficulties and disabilities (A/I) | Learning difficulties and disabilities qualification (A)  Mentoring and high level counselling skills (A/I)  Level 4 or above qualifications in Mental Health (A/I)  Experience of supporting/mentoring in further or higher education (A/I) |
| ***General Intelligence*** | |
| Evidence of a good general education and good written English skills (A/I)  Degree level qualification (AI) |  |
| ***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 mental health needs and other learning difficulties 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 “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 & 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/Mentor 0.4 | | Inclusive Learning |
| **SALARY** | | HOURS OF WORK |
| £20,907 - £30,179 per annum, pro rata, relating to qualifications and experience | | Term Time only  14.6 hours per week  30 weeks per year |
| ANNUAL LEAVE ENTITLEMENT | | PENSION |
| 40 days holiday, pro rata,plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | | 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 |
| 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 | | |

**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 | |