# JOB SPECIFICATION



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| **JOB TITLE** | **AREA OF WORK** |
| Inclusive Learning Advisor with additional responsibilities for personal care  30 hours per week  Term time only - 34 weeks plus 1 week for preparation/CPD etc | Inclusive Learning |
| **SALARY** | **BENEFITS** |
| National Living Wage in line with age plus 50p per hour where personal care duties are carried out.  plus payment for holiday entitlement and Bank Holidays | Local Government Pension Scheme  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 |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| SEND Funding and EHCP Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To be a key designated person to provide personal care support to students following the College Policy Procedures in place to support this process.  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 Learning Coordinator and Head/Assistant Head of Inclusive Learning concerning students being supported. | |
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| **DUTIES** | |
| To provide personal care support to students requiring assistance with personnel care.  To assist students in personal care in compliance with College policy and procedures. | |
| To be on call each day at times falling between 8.45 and 5.00 to attend to any individuals requiring personal care support.  To complete all necessary paperwork relating to personal care according to College guidelines.  To liaise with the SEND funding and EHCP Manager / IL Co-ordinator and the personal care team regarding personal care services.  To be involved with the implementation of student care plans and reviewing their needs on a regular basis.  To undertake annual update training in personal care procedures. | |
| 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 input into College electronic individual learning plans, 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. | |

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| **DUTIES** |
| You will be a 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. |
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| **DUTIES** |
| 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**

(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*** | |
| To have or be willing to work towards a Level 2 Certificate in Learning Support or equivalent (A/I)  Experience of supporting people in an educational capacity (A/I)  GCSE, or equivalent, English grade C or above (A/I) | Experience of supporting people in a caring capacity. (A/I)  Experience of providing personal care (A/I)  GCSE, or equivalent, Maths grade C or above (A/I) |
| ***General Intelligence*** | |
| Evidence of sound written English skills and a good general education (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 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 (A/I)  Ability and willingness 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 - 34 weeks plus 1 week for preparation/CPD etc | Inclusive Learning |
| **SALARY** | HOURS OF WORK |
| National Living Wage in line with age plus 50p per hour where personal care duties are carried out.  Plus payment for holiday entitlement and Bank Holidays | 37 hours per week  Term time only – 35 weeks |
| 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 Scheme  Up to £15,000 pa 5.5% Employee  £15,001 to £23,600 pa 5.8% Employee  £23,601 to £38,300 pa 6.5% Employee  £38,301 to £48,500 pa 6.8% Employee  £48,501 to £67,900 pa 8.5% Employee  £67,901 to £96,200 pa 9.9% Employee  £96,201 to £113,400 pa 10.5% Employee  £113,401 to £170,100 pa 11.4% Employee  £170,101 or more pa 12.5% Employee  17.4% 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  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). | |

**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 | |