

JOB DESCRIPTION

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| POST TITLE | : | Team Leader for Specialist Learning Support (Maternity cover) |
| SCALE | : | Lecturer C Pay Points 12 - 15 |
| SALARY | : | £33,898 - £38,271 |
| RESPONSIBLE TO | : | Head of Foundation and Community Studies |
| CLOSING DATE | : | 5.00pm, Thursday 14 September 2017 |

Main Purpose of the Post

To provide an excellent learning experience by offering high quality Additional Learning Support (ALS), that ensures individual student support is appropriate, effective, timely and promotes high achievement for all students. To carry out specialist Teacher Assessments for Access Arrangements.

Main Responsibilities

- 1) To support the ALS Curriculum Manager with the development and maintenance of robust systems and procedures which support the production of accurate and timely data and maximise resources available to meet students support requirements, in order to meet legal requirements.
- 2) To thoroughly plan, evaluate and enhance the effectiveness of all ALS support cross College.
- 3) To provide effective cross College Divisional support for ALS through regular reviews and evaluations of individual support package with a particular focus on High Needs Learners.
- 4) To accurately evaluate data from Atlas and support logs to monitor support to assure high achievement and progression for all students.
- 5) To deliver high quality specialist teacher assessments (PATOSS / AMBDA), one to one support and teacher training support on strategies up to 832 hours per year.
- 6) To contribute fully to Divisional and College teams including sharing best practice and being involved in enhancing expertise in delivery of support, teaching, learning and assessment for ALS.
- 7) To assure full compliance with the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 8) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 9) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 10) To carry out such other duties as the Principal may reasonably request.
- 11) To be responsible for the administration, co-ordination, resources, and successful leadership of Additional Learning Support cross College.

PERSON SPECIFICATION

POST: Team Leader for Specialist Learning Support

DIVISION: Foundation & Community Studies

| | | Essential (E) Desirable (D) | To be identified by: |
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| <u>QUALIFICATIONS</u> | | | |
| 1 | Degree or equivalent level qualification in a relevant discipline | E | Application form/ Interview |
| 2 | Possess a recognised teaching qualification | E | Application form/ Interview |
| 3 | Current SpLD Assessment Practising Cert (AMBDA or PATOSS) or equivalent in order to assess for Access Arrangements | D | Interview |
| <u>KNOWLEDGE</u> | | | |
| 1 | Knowledge of current issues in teaching and SEN support practices which promote inclusion | E | Application form/ Interview |
| 2 | Knowledge of Atlas, software in relation to College performance targets | D | Application form/ Interview |
| 3 | Knowledge of Quality Assurance systems relating to the curriculum area and sector | E | Application form/ Interview |
| 4 | Awareness of all current funding and legal requirements (including the new Code of Practice) for ALS | E | Application form/ Interview |
| <u>EXPERIENCE</u> | | | |
| 1 | Experience of successful teaching of students with specific support needs | E | Application form/ Interview |
| 2 | Experience of application of e-learning and assistive technologies | D | Application form/ Interview |
| 3 | Experience of exam access arrangements in-line with Joint Council for Qualifications requirements | E | Application form/ Interview |
| 4 | Experience of cross College and external liaison | E | Application form/ Interview |

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| 5 | Experience of successful working with learners with a range of learning disabilities and difficulties | E | Application form/ Interview |
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PERSONAL

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| 1 | Excellent communication and administrative skills | E | Interview |
| 2 | Experience of using intranet and IT in the classroom | E | Interview |
| 3 | Willing to enhance IT skills in accordance with the requirements of the College | E | Interview |
| 4 | Commitment to ongoing professional development | E | Interview |
| 5 | Enthusiasm for the role of further education in building futures and changing lives | E | Interview |
| 6 | Commitment to College's Single Equality Policy | E | Interview |

STANDARD COLLEGE REQUIREMENTS

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| 1 | Commitment to the delivery of excellent teaching and support to our students | E | Interview |
| 2 | Good teamworking skills and commitment to teamworking | E | Interview |
| 3 | The College is committed to safeguarding expects all staff to share that commitment | E | Application form/ Interview/DBS/ References |
| 4 | Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)* | E | References/ Occupational Health Assessment |

**Note this does not affect any individual's rights under the Equality Act 2010, the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*