



Job Description

Job Title:	Modifications Assistant (or does that sound too dull?)
Date:	November 2023
Department:	Academic Support and SEND
Reports To:	Heads of Academic Support

Purpose of the Position:

The post-holder will be responsible for supporting modifications for a pupil with significant visual impairment.

You will be responsible for amending and modifying A Level Science and Mathematics teaching resources and working as part of a team. This will require planning and preparation in advance. You will liaise with class teachers to ensure that the resources are suitable and available in the correct format.

This is for 20 hours per week

Departmental Information

The Academic Support Department is responsible for tracking, monitoring and assessing pupils with Specific Learning difficulties in line with JCQ regulations. The department will provide a holistic approach to supporting all pupils at Wellington College with academic and pastoral needs.

Main Tasks and Responsibilities:

- To modify some of the teaching resources as requested
- To liaise with the department staff in preparation and planning of material
- Attend training on the use of any IT software
- To facilitate a positive learning experience for the pupil
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the Academic Support team
- Display high levels of professionalism at all times

Person Specification

Educational qualifications required for role

- 3 A Levels or equivalent (desirable)
- 5+ GCSE A*-C, 4-9 or equivalent (**a high-level pass in English and Maths essential**)

Knowledge and Experience

Essential

- Demonstratable high levels of literacy and numeracy
- Demonstratable high level of competence in IT skills including Microsoft Office 365.
- Self-reliance and self-motivated
- Willing to work as part of a team

Desirable

- Awareness of Safeguarding requirements and good practice within an educational setting
- Knowledge of child protection and safeguarding procedure



Skills and Personal Qualities

- Excellent communication skills to enable effective dialogue with colleagues, staff, external support staff and where applicable pupils
- Organised and self-motivated, with a proven record for meeting targets and deadlines
- Able to perform well and remain professional whilst under pressure
- Dedicated team-player, who strives for excellence and leads by example
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the College in a positive manner
- Reliable
- Well-developed problem solving skills
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- High level of accuracy and attention to detail
- Self-motivated and able to work alone without direction
- Adaptable and flexible with working patterns when required
- Committed to contributing towards the College community

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.