**CHESTERFIELD COLLEGE**

JOB DESCRIPTION

**POST TITLE:**  Support Specialist in English

**GRADE:** SP 21 - £22,031

**RESPONSIBLE TO:**  Curriculum Operations Manager

**RESPONSIBLE FOR:** Delivery of specialist support for students supporting the College’s vision to become and sustain outstanding.

**DIRECTORATE:** Maths, English and ESOL

**WORK ARRANGEMENTS:** 37 hours per week /52 weeks per year

**PURPOSE OF THE POST**

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| The post holder will: |
| 1. Deliver high quality additional learning support for students 2. Deliver specialist support and learning based on assessment of need and contribute to the monitoring of student progress. 3. Provide continuing quality improvement through development of effective communication with curriculum teams, sharing of good practice and professional updating. 4. Demonstrate high levels of ambition for students success exhibited in practice and target setting. 5. Strive to achieve consistently outstanding provision. |

# **DUTIES AND RESPONSIBILITIES**

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| 1. Work effectively with work-based and classroom based colleagues as one team, respecting and valuing each other to deliver outstanding services to students. |
| 1. Develop and deliver learning programmes specifically tailored to meet the individual identified needs of learners with learning difficulties / disabilities and / or additional needs. 2. Carry out screening and assessment of skills and highlight areas for need to inform individual learning programmes. |
| 1. Liaise with curriculum areas to ensure effective co-ordination of information and support strategies. |
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| 1. Develop and evaluate student learning materials appropriate to a range of learning situations. |
| 1. Contribute to the delivery of support in accordance with College policies. |
| 1. Utilise a range of teaching styles to meet the needs of individuals. |
| 1. Maintain accurate records of support and teaching including registers, lesson planning and reports on learner progress, schemes of work and individual learning plans. |
| 1. Set appropriate targets that will inform programmes of support and assess learner progress to milestones. |
| 1. Undertake action planning and progress monitoring with learners. |
| 1. Liaise with curriculum teams and contribute towards the planning, development and administration of provision. |
| 1. Participate in the College Quality Assurance Process in order to evaluate the effectiveness of programmes. 2. Liaise with parents and employers with regard to support for prospective learners and progress of current students. |

# **GENERAL**

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| 1. | Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role. |
| 2. | Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Performance and Development Review. |
| 3. | Promote a positive image of the College and the work that is carried out across its various services. |
| 4. | Comply with all legislative and regulatory requirements. |
| 5. | Apply the College’s own Safeguarding Policy and practices and attend training as requested. |
| 6. | Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities. |
| 7. | Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job. |

Person Specification

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| **Post:** | Support Specialist in English | **Department:** | Maths, English and ESOL |

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| **Key Requirements:** | **Essential/**  **Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Degree in a relevant subject area | **D** | **A** |
| A Level in English | **E** | **A** |
| Level 2 English and maths | **E** | **A** |
| **Experience:** |  |  |
| Working in an educational environment | **D** | **A/I** |
| Supporting learners through individualised taught programmes | **E** | **A/I** |
| Experience of systems and practice in assessing students’ needs | **E** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Excellent communication and interpersonal skills | **E** | **A/I** |
| Excellent organisational skills | **E** | **A/I** |
| Ability to work collegiately in a large organisation | **E** | **A/I** |
| Ability to keep clear and concise records | **E** | **A/I** |
| Ability to work independently and use own initiative | **E** | **A/I** |
| **Qualities:** |  |  |
| Honest and reliable with a professional and positive work ethic along with a flexible attitude to changing shift patterns and work procedures | **E** | **I** |
| Willingness to participate in training and development to enhance job role knowledge | **E** | **I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | Gail Redfern | **Date Produced:** | 12/02/2019 |