

JOB DESCRIPTION

TITLE: SpLD Assessor & Support Tutor

GRADE: Lecturer Grade

RESPONSIBLE TO: Senior Curriculum Manager (Supported Learning)

PURPOSE OF JOB:

- To teach, assess and support learners with a range of Specific Learning Differences.
- To organise, assess and process Exam Access Arrangement Assessments (EAAs) – ensuring student is processed from referral to EAA confirmation.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other teaching staff:

- 2.1 To teach on a range of courses;
- 2.2 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of learners;

- 2.4 To develop the curriculum in line with national requirements, local community needs, and the needs of employment;
- 2.5 To develop learner-centred teaching and learning strategies, which contribute to increased retention, achievement and progression;
- 2.6 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes;
- 2.7 To act as a member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the provision;
- 2.8 To provide regular feedback to learners as identified in the College Charter, and to give group and individual feedback on progress to enable them to achieve maximum benefit from their course or programme;
- 2.9 To observe procedures for learner monitoring, discipline and complaints in accordance with the College Charter;
- 2.10 To liaise with other agencies with respect to learner support;
- 2.11 To attend external courses and conferences as relevant to the work of the Service;
- 2.12 To compile and maintain course records;
- 2.13 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible;
- 2.14 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, and liaison with the College Exams Officer, moderators and external verifiers in accordance with College policy;
- 2.15 You will be expected to regularly attend programme, course and team meetings as directed by your line manager;

3. Particular to the Post:

- 3.1 To carry out screenings and assessments of specific learning differences (SpLD) and disabilities with learners on programmes across the college.
- 3.2 To utilise a variety of tools to screen and assess students with specific learning differences, providing training and support for others in the use of these tools
- 3.3 To support and provide support strategies to learners with SpLDs and/or disabilities as appropriate i.e. 1:1, small groups, workshops etc;
- 3.4 To prepare individual support plans and track the progress of learners;
- 3.5 To develop resources and learning materials for the Supported Learning Department to use with students, working with colleagues in the development of innovative provision and good practice;

- 3.6 To ensure that all support sessions are accurately recorded and maintained using the required college systems and processes
- 3.7 Provide specialist training to cross college staff e.g. on individual SpLDs, assistive technology and support strategies for teaching and learning;
- 3.8 To be fully involved in support for exams including delivering access arrangements during exams.
- 3.9 To work with the Group SPLD Coordinator to process EAAs, including delivering one to one and group EAA assessments, completing the College EAA paperwork and applying to the various online exam bodies for EAA approval.
- 3.10 Assist the Exams team to make sure that quality standards/regulations are met according to JCQ and other examining bodies;
- 3.11 To liaise with external support and referral agencies as appropriate;
- 3.12 To contribute to cross college support and training for staff, including open days, enrolment periods and parents/carers' evenings;

4. Person Specification:

- 4.1 Possession of a degree or comparable qualification;
- 4.2 Possession of a teaching qualification*, a level 7 SpLD qualification and current Assessment Practising Certificate (APC);
- 4.3 Possession of an English and mathematics or similar qualification at GCSE grade 4+ or equivalent;
- 4.4 Understanding and experience of supporting learners with a range of additional support needs, learning difficulties and/or disabilities in further education (FE) or secondary education and the post-16 curriculum;
- 4.5 Experience of teaching and supporting learners with SpLD and disabilities;
- 4.6 Experience of assessing, and a willingness to carry out one to one and group EAA Assessments and SPLD screening;
- 4.7 Evidence of the ability to prepare relevant materials and resources including the use of assistive technology;
- 4.8 An understanding of inclusive learning and the opportunities presented in a flexible learning environment;
- 4.9 An awareness and understanding of the pastoral and academic needs of learners from a variety of backgrounds and the ability to respond to those needs positively and sensitively;
- 4.10 Working knowledge of additional learning support funding;

- 4.11 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.12 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post.
- 4.13 To have full understanding of all relevant and up to date legislation including the Equality Act 2010, SEND Code of Practice and Education, Health and Care Plans (EHCPs);

Additional Information:

This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.