JOB DESCRIPTION

Title: **Enabler**

Faculty: Skills Support and Adult Learning

Grade: EC2

Status: Permanent

Basis of Post: 38 weeks per year, term time only (September through to July)

Responsible to : Lead Cross College Learning Support Manager

Functional links: Learning Support Manager/ Lead SENCO; Head of Faculty, Classroom Support Supervisor, Teaching & Support staff

Job Purpose:

To provide in-class support to enable learners with specific learning difficulties, disabilities or emotional difficulties to access their teaching and learning opportunities within the classroom environment; to provide individual/ group support for learners experiencing a range of difficulties; occasionally, by agreement, to provide physical support/ personal care.

Major functions:

- Supporting learners on a 1:1 or small group basis within the classroom, working closely with their teacher(s) to support their achievement.
- Facilitating the integration of learner(s) into mainstream learning and enrichment activities.

Main Tasks:

To support learners to access and achieve their primary learning goal

- To provide learning support on a 1:1 or small group basis within the classroom.
- To liaise with teaching and specialist staff to ensure that the learner(s) have access to all teaching and learning opportunities and maximise their potential.
- To assist in the monitoring and review of learner progress.
- To provide support for the assessment of formal qualifications.

- To provide assistance and support or meet possible care needs at break and meal times where necessary.
- To accompany the learner(s) on residential, day trips, work placements and other off site locations as required.

Mandatory Duties:

- Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- Commitment to Equal Opportunities.

Additional Duties:

- Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.
- Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.
- To be willing to undertake any appropriate training to meet specific needs such as the operation of specialist equipment, personal care, lifting, medication or first aid.

Contact Hours:

- The teaching day typically consists of 6 hours' enabling: mornings 9:00am to 12.15pm, and afternoons 13.15 - 16.30pm (excluding breaks). Support staff are expected to arrive at least 10 minutes before the start of lessons.
- Enabler timetables are agreed as early as possible in the academic year; adjustments may be needed as the year goes on.

Whilst the Head of Faculty has overall management responsibility, the direct Line Manager for this post will be the Lead Cross College Learning Support Manager

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Before completing your application:
- Please read the **job description** and this **person specification** very carefully.
- Using examples, show how your knowledge, skills and experience meet **each** of the **essential** requirements of the person specification and as many **desirable** requirements as possible.
- You should draw on your relevant experiences including paid employment, voluntary work and leisure activities as evidence.

	Essential	How shown	Desirable	How shown
Experience	• Experience of working with and supporting young people with **specific learning difficulties** (e.g. dyslexia, ASC). • Experience of working in a classroom environment.	A/I A/I	• Experience of working with people with physical / sensory disabilities. • Experience of providing personal care. • Experience of supporting adults in educational setting	A/I A A
Skills & Abilities	• Excellent communication and interpersonal skills. • Effective IT skills in Excel and Word. • Excellent literacy skills. • Effective numeracy skills • Ability and confidence to support up to level 3. • Excellent organisational, record keeping and time management skills. • The ability to take clear, concise and accessible notes.	A/I A A A A A/I A/I/T	• Able to support students in level 2 (GCSE) Mathematics classes.	A

Learning Support Oct 2017

Qualifications	• Good educational background up to Level 3 at least, including English and Maths at GCSE grade C or equivalent.	A	• Teaching qualification/ learning support qualification • NVQ2 Care or other relevant qualification in Care.	A A
Personal Qualities	• Enthusiastic and able to motivate learners. • Ability to work on own initiative or as part of a team. • Patience, tactful and sensitive to students' differing needs.	I A A/I		
Mandatory Requirements	• Commitment to **safeguarding** and promoting the welfare of children and vulnerable adults in College. • Commitment to **equal opportunities** and **equality and diversity**.	A/I A/I		

Key: A = Application   I = Interview   T = Task

Learning Support Oct 2017

exeter college

JOB DESCRIPTION

Title: **Enabler (Variable Hour)**

Grade: **£10.10 per hour**

Activity: Regulated

Status: **Permanent**

Contact Hours: **Variable**

Responsible to :   Head of Faculty

Job Purpose:
To enable learners with specific learning difficulties, disabilities or emotional difficulties/ anxietiy to access their teaching and learning opportunities within a classroom environment. You would be supporting learners on a 1:1 basis or more generally within the classroom and working closely with their teacher(s) to support their achievement.

Hours:
Hours per week are negotiable and will depend on personal circumstances and on student demands. Typically, hours will be between 18 and 24 per week, spread over 3 to 5 days per week, however the hours cannot be guaranteed. Maximum 30 hours per week.

Hours are **term time only** (max 38 weeks per year)

Morning sessions typically start at 9.00am and afternoon sessions typically finish by 4.30pm. Each enabler's personal timetable will be agreed as early as possible in the academic year, but adjustments may be needed as the year goes on. By agreement, an enabler will work on any of our college sites (Hele Road, Victoria House/CCI (opposite Central Station), Technology Centre (Monkerton), Construction (Sowton).

Main Responsibilities:

1. **To support the learner(s) to access and achieve their primary learning goal**
   1.1. To facilitate the integration of learner(s) into mainstream learning and enrichment activities.
   1.2. To provide learning support on a 1:1 or small group basis within the classroom.
   1.3. To liaise with teaching and specialist staff to ensure that the learner(s) have access to all teaching and learning opportunities and maximise their potential.
   1.4. To assist in the monitoring and review of learner(s) progress.
   1.5. To accompany the learner(s) on residential, day trips, work placements and other off site locations as required.
   1.6. To provide support for assessment of formal qualifications.
   1.7. To work in the College setting to ensure that all policies and procedures are complied with, with special reference to Health and Safety, Equal Opportunities and SENDA (Special Educational Needs Disability Act).
   1.8. By agreement, in exceptional cases, to provide personal care.
   1.9. To be willing to undertake any appropriate training to meet specific needs such as the operation of specialist equipment, personal care, lifting, medication or first aid.

2. **To assist teaching staff in the classroom/learning environment**
   2.1. To work with the teaching staff in the classroom/learning environment to support learner(s) achievement.

3. **To work within Departmental and College procedures**
   3.1. Contribute to the completion of course and departmental review process.

4. **Additional Duties**
   4.1. Promote a teaching, learning and working environment that is free of discrimination in any form.
   4.2. Be responsible for safeguarding and promoting the welfare of children and vulnerable adults in College.
   4.3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.
   4.4. Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Whilst the Head of Faculty has overall management responsibility, the direct Line Manager for this post will be the Lead Cross College Learning Support Manager.

PERSON SPECIFICATION: ENABLER

Before completing your application form, please read the **job description** and this **person specification** very carefully. Using examples, show how your knowledge, skills and experience meet **each** of the **essential** requirements of the person specification and as many **desirable** requirements as possible. You should draw on your relevant experiences including paid employment, voluntary work and leisure activities as evidence.

	Essential	Desirable
Experience	• Experience of working with and supporting people with **specific learning difficulties** (e.g. dyslexia).	• Experience of working in a classroom environment. • Eperience of working with people with physical / sensory disabilities. • Experience of providing personal care.
Skills & Abilities	• Excellent communication and **interpersonal skills**. • Good IT skills • Excellent organisational, record keeping and time management skills. • The ability to take clear, concise and **accessible notes** for students in their classes.	
Qualifications	• A good educational background up to **Level 3** at least including English and Maths at Level 2.	• Teaching qualification • NVQ2 Care or other relevant qualification in Care.
Personal Qualities	• Enthusiastic and able to motivate learners. • Ability to work on own initiative and as part of a team. • Patienct, tactful and sensitive to students' differing needs.	
Mandatory Requirements	• Commitment to **safeguarding** and promoting the welfare of children and vulnerable adults in College. • Commitment to **equal opportunities** and equality and diversity.	