

JOB DESCRIPTION

TITLE: Group Sensory Support Manager

GRADE: Manager scale

RESPONSIBLE TO: Deputy Group Curriculum Director Supported Learning

PURPOSE OF JOB:

- To have responsibility for the management and quality of the Multi-Sensory Support staff and operational issues within the Sensory Support Team across the College Group.
- To work closely with the Supported Learning SCMs and sensory support workers to devise, develop and implement support for individual sensory impaired learners.
- To have responsibility for line management of sensory support staff and operational issues within the Supported Learning Team
- To carry out line-management duties i.e. performance development review process, observations, budget control
- To provide cover communication support (Signing – BSL/SSE, Lip-Speaking, electronic, manual, or pictorial note taking) to the deaf and hearing-impaired students (using their preferred mode of communication - this could be one or a combination of BSL, SSE, SE and spoken English) across the whole college curriculum.

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. Particular to the Post:

- 2.1 To provide advice and support to staff, as well as coordination of and quality control of all communication support to the deaf and hearing-impaired students as well as support for those with sensory impairments across the College Group
- 2.2 Working collaboratively with external partners and stakeholders such as Local Authorities, multi-disciplinary teams, families and out of borough teams where necessary, to support the smooth transition and specialist support for students with sensory needs.
- 2.3 Identifying and actively engaging with issues and practices which require improvement or development.
- 2.4 To keep up to date with sector best practice around supporting those with sensory needs, and provide training, support and advice to staff around best practice.
- 2.5 To work with the Deputy Group Curriculum Director for Supported Learning in consulting and advising on improvements the College can make in supporting those with sensory needs and working in partnership with college-based staff and external partners to make these improvements/changes.
- 2.6 Provide advice, guidance and training for support staff across the group to enable them to provide support strategies to aid the d/Deaf individual/individual with a hearing impairment/sensory need to become more independent and to gain the skills required for them to become more independent with learning.
- 2.7 To support students to understand their needs and grow in confidence to communicate needs and adapt the surroundings with their tutors/peers or staff e.g. settings, environment, teaching style to be accessible and conducive to have a positive learning experience, group work dynamics etc.
- 2.8 Deliver and support the delivery of staff deaf/hearing impairment/sensory needs awareness raising and staff development training. This could be via training sessions or prior/after/during a class to provide advice and guidance to an individual staff member.

- 2.9 To organise multi-sensory support staff for BSL, SSE, Lip-speaking, live notes where required for any formal event e.g. end of year awards etc.

3. Managing People:

- 3.1 To assist in the recruitment and selection of Multi-Sensory support staff
- 3.2 To ensure that new staff are given training on best practice around sensory support.
- 3.3 To identify the training and development needs of the Multi-Sensory Support Worker role
- i. To contribute to the staff development programme for the College.
 - ii. To assist in the development of the Supported Learning team.

4. Managing Information:

- 4.1 To keep up to date with Sensory support and Supported Learning sector best practice and relevant funding regulations.
- 4.2 To draft reports and provide appropriate statistical data at meetings and provide to managers.
- 4.3 To help forecast potential learners at each campus who may require sensory support.
- 4.4 To evaluate the service provided through performance indicators, to gather information for the GCD and DGCD Supported Learning.
- 4.5 To help the DGCD and GCD to manage a budget for the multi-sensory support service.

5. Person Specification:

- 5.1 Level 3 certificate in British Sign language qualification
- 5.2 Approved qualification as a CSW with Deaf People (Edexcel or similar) to include modification, lip speaking and note taking experience
- 5.3 Good standard of education especially in English and Maths (Grade 4 or above) and IT.
- 5.4 Awareness of learning difficulties associated with a sensory impairment and the social and emotional difficulties that can occur.

- 5.5 2 years general work experience of working with d/Deaf students in schools, adult education, or voluntary/charitable organisations
- 5.6 Experience of providing support for those with sensory needs, including D/deaf individuals or groups in an educational setting.
- 5.7 Experience in line managing others
- 5.8 Experience and understanding of good practice of supporting learners with additional learning needs.
- 5.9 Experience of assessing students' needs to then plan appropriate support.
- 5.10 Experience of line managing and leading staff, including specialist sensory support staff.
- 5.11 Ability to work on your own and within a team, working flexibly and collaboratively.
- 5.12 Ability to show initiative in all areas of work
- 5.13 Ability to maintain positive relationships with students, being aware of the subtleties of how to provide support in a way that promotes independence to enable students to feel comfortable and confident within the college.
- 5.14 Positive organisation skills, time management and interpersonal skills.
- 5.15 Proficient in the use of IT systems.
- 5.16 Experienced in establishing effective working relationships at all levels and with specialist sensory related external agencies
- 5.17 Having an adaptability and professional approach
- 5.18 Ability to respond well to change, being positive and proactive – responding to changing needs of students
- 5.19 Able to work under pressure and meet deadlines
- 5.20 Able to direct and lead others

Additional Information:

This job description will be regularly reviewed 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.