**JOB DESCRIPTION**

**POST:** Additional Learning Support Worker & Access Arrangement Assessor (fixed term)

**Responsible to**: Head of Student Support

**Co-ordinates with**: College staff across all departments.

**Summary of Responsibilities**:

* To carry out assessments and complete applications for exam access arrangements, along with establishing students’ normal way of working in the classroom.
* To provide in class and out of class support, including delivering one-to-one or small group interventions to identified cohorts of students with special educational needs and/or disabilities (SEND).
* To share expertise with relevant staff on effective teaching and learning strategies for students with SEND.
* To develop students’ independence in preparation for adulthood and their next steps after college.

**Principal Duties:**

* Contribute to the planning and implementation of the initial screening/assessment.
* Follow up students identified as potentially requiring examination access arrangements, create a picture of need and gather evidence of normal way of working
* Carry out appropriate comprehensive diagnostic assessments to determine students’ eligibility for access arrangements and reasonable adjustments in relation to the college environment and exams.
* Complete all of the necessary paperwork to ensure appropriate access arrangements assessments are applied for and put into place, following guidelines issued by the Joint Qualifications Council (JCQ).
* Complete reviews of the individual students’ access arrangements and reasonable adjustments as required, to ensure these are still appropriate to students’ needs.
* Ensure that students, curriculum and support staff understand the exam access arrangements that are in place and how they will be applied in an exam situation.
* Undertake a range of administrative tasks, to include that all appropriate auditable documentation is up to date and accurate.
* Keep up to date with all legislation regarding SEND and JCQ guidance.
* Participate in a programme of training and updating for staff that enables the delivery of high quality support.
* Deliver, monitor and evaluate one-to-one and group interventions to an assigned cohort of students.
* Adapt resources to ensure equality of access for SEND students.
* Work in partnership with outside agencies, parents/carers and families, where appropriate, to facilitate effective support for students with SEND.
* Share good practice and inform teachers and support staff on how to make the curriculum accessible for students with SEND.
* Provide in class and out of class support to specific students who may have learning, social, physical, medical or mental health needs. This could include adapting resources and personal care, if necessary.
* Support students to develop their independent skills in preparation for adulthood and progression into higher education or employment with training.
* Ensure that all support is accurately and punctually recorded to inform assessment and planning.
* Liaise with other college departments, as required.
* Carry out additional tasks to support the work of the Additional Learning Support team.
* Promote equality and diversity, and college policies and the core values.
* Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
* Adhere to college policies and procedures, including data protection.

**Terms and Conditions**

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| Salary | Salary details - £6,876 per annum for the Additional Support Worker post term time only and £9,480 per annum for the Assessor post term time only. Total salary for this post is £16,356 per annum |
| Working Hours | Term time only, 36.25 hours per week (normally between 8.30 am and 4.30 pm, to be agreed with your line manager), this post also carries the requirement of working an additional 2.5 days. You are expected to attend a weekly departmental meeting which will take place outside the core day. Some flexibility in the hours worked will be expected, this could include some work in evenings and at weekends |
| Pension Scheme | You will be auto enrolled into the Local Government Pension Scheme |
| Safeguarding | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. |
| Payment | Your salary will be paid on the last working day of each month by BACS transfer. |
| Health | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical. |
| References | Two references will be required on application; one must be your most recent employee. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee. |
| Probation period | You will have regular reviews to assess your progress and set targets.  |

This job description is current at date shown and may be amended from time to time after consultation.