SALFORD CITY COLLEGE GROUP

CITY SKILLS • ECCLES • FUTURESKILLS • PENDLETON • WORSLEY

APPRENTICESHIPS AT SALFORD CITY COLLEGE | CITYSKILLS | ECCLES SIXTH FORM COLLEGE | FutureSkills by MediaCityUK | CENTRE OF EXCELLENCE FOR ADULT LEARNING | PENDLETON SIXTH FORM COLLEGE | WORSLEY COLLEGE

Job Description

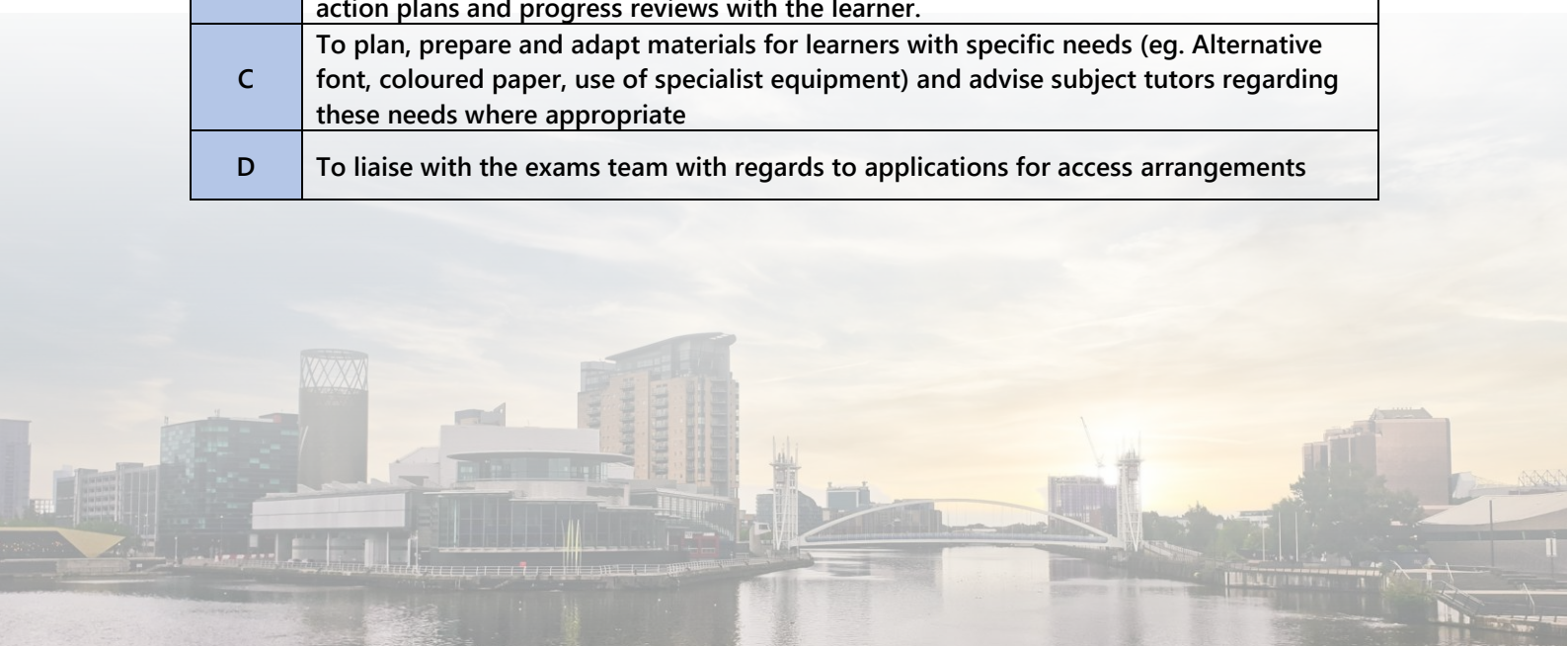
Post:	Learning Support SpLD Teacher/Assessor
Salary Grade:	Salary ranges from Point 1 – Point 9 of the SCC Group pay scale.
Responsible to:	Head of Inclusion

Key Purpose

1.To provide assessment, support and guidance for learners with Dyslexia/Specific Learning Difficulties. Provide reports for learners, tutors and awarding bodies re. Access Arrangements.
2.To plan individual learning programmes and support as a result of assessment, review progress and feedback to subject tutors
3.To work with curriculum teams and other members of the Learning Support team to provide strategies and guidance in supporting learners both in the classroom and on a one to one basis.
4.To complete documentation to appropriate professional/sector standards and funding body audit requirements.

Duties & Responsibilities

A	To identify and carry out the assessment of students with Specific Learning difficulties (Dyslexia) and produce reports to exam board guidelines
B	To plan individual learning programmes and provide support which best meets the learners needs as determined through the assessment process. To complete regular action plans and progress reviews with the learner.
C	To plan, prepare and adapt materials for learners with specific needs (eg. Alternative font, coloured paper, use of specialist equipment) and advise subject tutors regarding these needs where appropriate
D	To liaise with the exams team with regards to applications for access arrangements



E	To provide Access Arrangements during exams in order to meet their individual learner needs eg. act as reader, scribe, prompter
F	To maintain good attendance of learners at one to one sessions and liaise with tutors, coordinator and other pastoral teams regarding attendance issues.
G	To provide pastoral support to learners to ensure their overall health and wellbeing eg. Providing emotional support, encouragement and building self-esteem.
H	To work with the Assistive Technology Development Officer to identify the most appropriate technology/equipment to meet the needs of individual learners and assist learners in using technology.
I	To develop resources to support learners cross college with Dyslexia/Specific Learning Difficulties
J	To work with curriculum teams and other members of the Learning Support Team to provide strategies to support learners on a one to one basis and classroom basis
K	To raise staff and learner awareness of Dyslexia/Specific Learning Difficulties
L	To keep up to date with current developments in supporting students with Dyslexia/Specific Learning Difficulties
M	Liaise with schools, parents/carers and universities where appropriate to ensure that support needs are identified early and can be met effectively
N	To meet audit requirements by maintaining accurate records of the support provided for learners (recording of hours delivered)
O	To ensure learners are aware of the full range of services offered by Study Support and Student Services e.g. One to one support, dyslexia support, Access Arrangements, welfare and careers guidance
P	To actively participate in team training events/meetings and share good practice
Q	To assist and encourage learners with individual needs in their progression routes eg. Applying for University or seeking employment
R	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.



Person Specification

	Essential			Desirable		
Qualification	1	Appropriate degree qualification	Application / Certificate	A	AMBDA Status	Application / Certificate
	2	Teaching qualification	Application / Certificate			
	3	Recognised qualification in assessing students with Dyslexia/Specific Learning Difficulties (practicing certificate)				
	4	Literacy Level 2				
	5	Numeracy Level 2				
	6	IT Level 2				
Professional Development	7	Evidence of ongoing Professional Development	Application / Interview			
Experience	8	Experience of supporting learners with Dyslexia/Specific Learning Difficulties and monitoring progress	Application / Interview	B	Experience of working in a sixth form or FE college	Application / Interview
	9	An understanding of the issues facing young people with	Application / Interview	C	Experience of producing Dyslexia reports to exam board specifications	Application / Interview

		Dyslexia/Specific Learning Difficulties	Application / Interview	D E	Experience of providing Access Arrangements for exams Experience of using assistive technologies to support learner	Application / Interview Application / Interview
Knowledge	10 11	Knowledge of a variety of disabilities and Specific Learning Difficulties e.g. Dyslexia, Aspergers, ADHD Awareness of legislation regarding learners with disabilities	Application / Interview Application / Interview			
Skills / Qualities	12 13 14 15 16 17 18 19	Ability to motivate learners with differing abilities and needs Ability to complete records in line with funding body audit requirements Flexible and enthusiastic team player Ability to work on own initiative and be self motivated Good negotiating skills, diplomacy and teamwork skills in liaising with teaching and support staff	Application / Interview Application / Interview Application / Interview Application / Interview			



	20	Excellent communication and interpersonal skills				
	21	Excellent personal organisational skills				
		Ability to build good relationships with students and staff				
		A positive pro-active and empathetic personality				
		A flexible, calm and empathetic approach to dealing with students				
Other	22	Strong values and commitment to the College's ethos.	Application / Interview			
	23	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	24	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion	Application / Appointment			
	25	Demonstration of proactive support for equality, diversity and inclusivity	Application / Interview			
	26	DBS Check acceptable to the college will be	Application / Interview			



		undertaken for successful applicant				

