



Inclusive Learning Support Practitioner (Academic Focus)

Reporting To:	Inclusive Learning and Development Lead (Curriculum)
Working Hours:	All year-round post. (Term time only flexibility will be considered for the right candidate – 38 week contract – salary would be adjusted to take into account term time working)
Position Code:	PC S3
Salary:	Scale point £19,063 – £22,397 (scale point 13-18)

Job Purpose

- To provide a high quality, pro-active academic learning support service to learners who have additional needs.
- To work with individual students and small groups, under the direction of the Inclusive Learning and Development Lead, introducing and using a range of strategies and creating resources to support students in their learning.
- To ensure that all learners receiving support have the opportunity to achieve as well as their peers and are able to stay as independent as possible.
- To facilitate Personal Development Programmes and Social and Communication groups
- To observe students' performance and using the tracking system in place, provide the Inclusive Learning and Development Lead with feedback on progress and contribute to maintaining individual records.
- Support Learners in class and take an active role in the wider aspects of Learning Support within the college, helping to remove barriers to learning with a focus on High Need learners.

Duties and Responsibilities of the Job

a. To assist the Inclusive Learning and Development Lead in monitoring and evaluating the effectiveness of Additional Learning Support for High Need Learners within the study programme.

b. To report weekly to the Inclusive Learning and Development Lead on departmental intervention performance and resultant student progress for SEND Learners so that interventions can be refocussed as appropriate
c. To contribute to the detailed tracking and monitoring of High Needs students' progress and achievement against their EHCP outcomes.
d. Work closely with the Inclusive Learning and Development Lead and teaching staff to ensure high quality provision for students requiring learning support
e. To work collaboratively with the Inclusive Learning and Development Lead in drawing up individual programmes for students with SEND and produce Additional Needs plans where appropriate.
f. To work with the Inclusive Learning and Development Lead to evaluate the effectiveness of the provision of interventions.
g. To assist the Inclusive Learning and Development Lead in supporting staff with understanding the needs of High Needs students and ensure the objectives to develop SEND are reflected in the developmental plans.
h. To represent the Inclusive Learning and Development Department at Information mornings, Open Door evenings, Parent Evenings and other College events.
i. To assist in the identification and assessment of learner support needs at application, interview, enrolment and induction or on programme, so as to ensure that ALS support is well informed and managed.
j. To offer advice and guidance on course suitability to new and prospective students.
k. To record and disseminate all relevant information relating to ALS support needs and ensure all records are up to date on Promonitor.
l. To prepare, manage and maintain allocated learning environments and resources
m. To keep up to date with developments in education and ALS legislation and good practice, particularly with respect to the provision of `reasonable adjustments` and advise College staff accordingly through delivery of training days.
n. To facilitate the delivery of bespoke Personal Development Programmes
o. To assist the Inclusive Learning and Development Lead in the delivery of cross College training to all staff as required

Other responsibilities and duties

a. Comply with the College's Equality & Diversity and Safeguarding policies
b. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD
c. Adhere to the College Health and Safety Policy, ensuring that appropriate safety standards are maintained during practical activities
d. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

Essential criteria for the post
a. Recent experience of working with young people and/or adults with learning difficulties and/or disabilities
b. Evidence of preparing and delivering differentiated learning within the classroom to support students with complex needs.
c. Evidence of continuous professional development including up to date knowledge of SEND legislation
d. The ability to communicate effectively with individuals and groups of students, teachers and parents.
e. Effective administrative and organisational skills with the ability to work to deadlines
f. Ability to effectively work alone, with minimal supervision, or as part of team.

g. Commitment to emotional and social development of students
h. Excellent written and verbal communication and IT Skills

Desirable criteria
a) Specialist Knowledge and skills in areas of SEND
b) Experience of producing a range of professional reports with the ability to work to deadlines
c) Good interpersonal skills with the ability to develop and maintain positive working relationships with people
d) Minimum Level 2 in literacy and numeracy
e) A teaching qualification equivalent to DTLLS/Cert Ed/PGCE QTS/QTLS status

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is a term-time only post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.