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| **Education Pathways (14-16) EAA and Learning Support Tutor** |

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| **Reporting To:** | Director of Education Pathways (14-16) and Foundation Learning |
| **Working Hours:** | 0.6 (3 days) – Specific working arrangements to be discussed at interview |
| **Salary:** | **£34,463-£39,943 pro rata (scale point 28-34)** |
| **Postion Code:** | PC A2 |
| **Annual Leave:** | Term time only |

**Job Purpose**

* To conduct assessments for Exam Access Arrangements within our Education Pathways (14-16) provision.
* To provide academic tuition and guidance to students with specific learning difficulties, providing 1-1 and small group support to students with SEND when required.
* To work collaboratively with the Education Pathways (14-16) team as well as cross college curriculum teams, to implement support strategies.
* To maintain up to date knowledge of available assistive technology and other learning resources available for students.
* To complete administrative tasks related to 14-16 students with SEND and at times support other staff members in completing necessary SEND paperwork.

**Duties and Responsibilities of the Job**

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| 1. To undertake Exam access arrangements assessments for 14-16 students. |
| 1. To design and implement programmes of student learning helping them to develop skills including reading, writing, spelling, study skills, IT, time management, revision and exam techniques. This may be embedded either in students’ course material or by following other programmes. |
| 1. To lead, develop and deliver 1:1 and/or small group intervention sessions for students with SpLD and devise topic based workshops for groups of students. |
| 1. To provide literacy, numeracy and/or study skills drop-in sessions for students. |
| 1. To assess and review student learning, to ensure strategies are implemented in a manner that supports their academic progress. |
| 1. To attend and contribute to divisional team meetings and where required curriculum area meetings to ensure a collaborative and collegiate approach to removing barriers to learning. |
| 1. To prepare, manage and maintain allocated learning environments and resources. |
| 1. To help develop and provide training for College staff on classroom support strategies for neurodiverse students. This includes but is not limited to: dyslexia, ASC, ADHD, ADD, ODD and specific disabilities. |
| 1. To review individual student performance at agreed points in the year. |
| 1. Maintain an effective monitoring system so that accurate data on students supported and the impact of support can be reported to the Director of Education Pathways and Foundation Learning. |
| 1. To take part in continuous professional development |
| 1. To undertake any tasks required that are commensurate to the role and grade. |
| 1. To adhere to all College Policies linked to EAA and to work closely with the college Exams team to ensure compliance with regulations. |
| 1. To be aware of, comply with and promote Safeguarding policies and practices at all times. |
| 1. To be aware of, comply with and promote Equality & Diversity policies and practices at all times. Analyse and selectively implement the calendar of key equality and diversity events across the programme/course. |
| 1. To be aware of and comply with Health & Safety policies and procedures at all times, in order to protect your own safety and the safety of others |
| 1. To participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events. |
| 1. Work with external stakeholders as required to develop and deliver high quality support for students (examples include but are not limited to: parents/guardians, schools, local authorities and charities). |
| 1. Comply with the departmental operating plan and contribute to action plans as needed. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

* Ambitious and Progressive
* Enterprising
* Professional
* Passionate about everything we do
* Supportive

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| **Essential criteria for the post** |
| 1. Level 7 Qualification to assess for Exam Access Arrangements |
| 1. Show a strong desire to see students succeed. |
| 1. Skills and experience in problem solving and a flexible and adaptable approach. |
| 1. Comprehensive and well-developed IT skills. |
| 1. Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding. |
| 1. Extensive sector/industry experience and evidence of specialist subject knowledge in key areas. |
| 1. Demonstrate a strong desire to work collaboratively as part of a high performing team. |
| 1. Be a highly effective and well organised individual with an ability to role model good practice. |
| 1. Demonstrate evidence of raising standards. |
| **Desirable criteria** |
| 1. Have experience of working with 14–16-year-olds in an educational setting. |
| 1. Have experience of teaching 14-16-year-olds, possibly holding a teaching related qualification. |
| 1. Have an understanding of the 14-16 current Home Education landscape. |

**CONDITIONS OF EMPLOYMENT-**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday. The three specific working days will be discussed with shortlisted candidates at interview. Some flexibility will be required to meet the needs of the business. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

**Annual Leave- Term Time Only Work**

The role is only required during term time; therefore, the working pattern will be in line with the college holiday calendar.

**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.