

JOB DESCRIPTION

Post: Inclusive Learning Tutor

Responsible To: Head/Deputy Head of Inclusive Learning/Assistant Director

Summary of Post: To work collaboratively with curriculum delivery teams to ensure students with additional support requirements have suitable strategies planned in their programme of learning enabling them to achieve their potential, building the confidence and independence to move onto successful next steps.

Specific Duties:

1. To work collaboratively with curriculum delivery teams enabling a culture welcoming all students to a positive and safe learning experience in EKC Group.
2. To use the appropriate tools, processes and systems to assess the needs of students.
3. To identify and contribute to strategies that inform the Group Profile enabling students to access learning that meets their needs effectively.
4. To work collaboratively with other support and wider services to promote opportunities for students to gain skills and knowledge around progression and build independence for their futures.
5. To undertake and support in the process of annual reviews for a given caseload of students.
6. To ensure EKC processes and procedures are followed accurately to adhere to the statutory responsibilities of EHCPs, the logging of adult learning support activity, and other wider audit requirements.
7. To plan, organise and deliver PSA sessions to a required timetable for the college.
8. To plan and deliver small group and 1:1 sessions for students using effective

resources including assistive technologies where required.

9. To collaborate with delivery team members in both curriculum and support to continuously reflect and evaluate strategies to support the inclusive learning approaches of students.
10. To undertake regular CPD to continuously develop own professional practice both in the specialist area and pedagogical developments to enhance the experience for students and their future careers in adult life.
11. To work with teachers and wider support roles to share support and pedagogical strategies and resources that are suitable for all students.
12. To administer medication where required

General Duties and Responsibilities:

1. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with College policies and guidelines in respect to health and safety.
4. To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
5. To undertake continual CPD to support the College culture of continuous improvement.
6. To partake in Performance Standards scheme and quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested by College management.

10. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Ability to assess students' needs in relation to specific learning activities, plan learning activities and the management of any associated risk	✓	✓	6
2.	Excellent communication skills both verbal and written and ability to communicate effectively	✓	✓	6
3.	A broad knowledge of a range of conditions and their impact on a person's ability to engage with learning	✓	✓	6
4.	An understanding of safeguarding in relation to vulnerable young people and the ability to actively contribute to the College's Safeguarding practice, procedures, culture and ethos.	✓	✓	6
5.	Good organisational skills and the ability to work under pressure and to tight deadlines	✓	✓	6
Experience				
1.	At least two years' successful experience of teaching students with specific learning difficulties	✓	✓	4
2.	Relevant experience and understanding of creating individualised programmes and resources according to students' abilities and need	✓	✓	4
3.	Training and experience related to a range of conditions, such as: Autism, ADHD, Dyslexia, learning difficulties/disabilities, Profound and Multiple Learning difficulties, Global Learning Delay, Language & Communication	✓	✓	4
4.	Experience of planning, organising and leading teaching activities and a good understanding of SMART target setting and action plans	✓	✓	4
Education				
1.	Maths Level 2 (e.g., equivalent to GCSE grade C or above)	✓		6
2.	English Level 2 (e.g., equivalent to GCSE grade C or above)	✓		6
3.	A teaching qualification, i.e., Level 5 Diploma in Education and Training, PGCE or Certificate in Education or relevant teaching experience	✓		4
4.	A level 2 qualification in the safe handling and administration of medication	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.