

**Inclusion and Support Specialist Teacher - Job Description**

**Context:**

*As part of the inclusion team, you will work alongside other Specialist Teachers and learning support workers (LSWs) to gather detailed information from learners. This will inform quality first inclusive teaching. The focus of this role is on engaging with adults and apprentices*.

*This role is key in guiding and advising cross college teachers, creating CPD for the wider team, conducting Exam Access Arrangement (EAA) assessments and providing small group support sessions.*

*You will be a designated case manager for a variety of learners who may have an Education Health Care Plan or be in receipt of additional funding to provide reasonable adjustments.*

**Main purpose of Job​:**

* To work with the inclusion team, learners, and their circles of support to create inclusive teaching and support plans – using learner voice and a variety of inclusion strategies to support inclusive teaching and develop resilience to enable successful progression.
* To be responsible for the provision of assessment, support, and guidance for learners with a variety of inclusion and support needs.
* To plan individual support programmes and provide support informed by assessment, review progress and feedback to subject tutors.
* To work with all staff to provide strategies and guidance in supporting learners in the classroom, on work placement or industry placements, in small group activities or on a one-to-one basis.
* To complete documentation to appropriate professional/sector standards and funding body audit requirements.
* Provide reports for learners, their tutors, parents/ carers and commissioning bodies and awarding bodies e.g., Inclusive Teaching Plans (ITPs), Exam Access Arrangements (EAA), Exam preparation advice.

**Key Responsibilities and Accountabilities:**

* Through supportive discussion and interviews with learners create advisory materials for teachers and support teams based in the learners’ strengths, attributes, and emerging self-management strategies.
* To be able to offer advice and support on new support strategies and appropriate technologies – enabling independence and future proofing learners’ skills to enable independence and progression.
* To identify and carry out the assessment of students with Specific Learning difficulties/disabilities and complete exam assessments in accordance with the college process and JCQ guidelines.
* 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.
* To advise students and staff in adapting materials to enable access for those with a specific learning difficulties/disability.
* To liaise with the exams team with regards to applications for access arrangements
* To work with staff to identify the most appropriate technology/equipment to meet the needs of individual learners and assist learners in using technology.
* To work with staff to provide strategies to support learners on a one-to-one basis and classroom basis
* To raise staff and learner awareness of Specific Learning Difficulties and other barriers to learning.
* Liaise with schools, parents/carers, colleges universities and commissioning Bodies where appropriate to ensure that support needs are identified early and can be met effectively
* To meet audit requirements by maintaining accurate records of the support provided for learners (recording of hours delivered).
* To develop professional development materials and deliver / actively participate in college training events/meetings and share good practice.
* To assist and encourage learners with individual needs in their progression routes e.g., applying for college or seeking employment.
* To teach/ support students from a person-centred perspective based in unconditional positive regard enabling individual potential by adapting our practice in line with the social model of disability.
* To review EHCP paperwork working in conjunction with the learner, teaching team, PAL and or Head of School.

**Miscellaneous:**

* Always maintain confidentiality in respect of college related matters and prevent disclosure of confidential, sensitive information in line with data protection legislation.
* Participate in Communities of Practice, developing a research informed mindset in the team and developing an inquisitive and person-centred lived experience approach to our work.
* Undertake any other duties commensurate with the level of the post, as required from time to time.



**Inclusion and Support Specialist Teacher - Person Specification**

**Qualifications (E = essential)**

* Literacy and Numeracy Level 2 qualification (E)
* Teaching qualification (E)
* Level 5 or above qualification in Inclusion, Specific Learning Difficulty or Disability (E)
* Level 7 qualification in specialist teaching (SpLD) and assessment of Exam Access Arrangements **is desirable**
* Evidence of continuing professional development (E)

**Knowledge/Experience**

* Significant successful practice in supporting learners with learning difficulties/disabilities/ or special educational needs in line with the Social Model of Disability (this can include assessing for EAA and teaching 1:1 and small groups).
* Have relevant experience in a similar role.
* Extensive working knowledge of inclusive practices in education, assessing the needs of students and apprentices, and the implementation of strategies to support their development.
* Ability to work to deadlines and liaise appropriately with staff, at all levels, to support sharing of assessment findings to inform inclusive teaching, learning and assessment.
* Experience of working with a wide range of learning disabilities.
* Experience of effective team working and promoting effective relationships between staff and students.
* Ability to develop supportive working relationships with key stakeholders.
* Knowledge of statutory EHCP processes, and experience of supporting students to track progress over time and celebrate success towards outcomes in annual reviews.
* Detailed understanding of curriculum developments and national initiatives in additional learning support.
* Knowledge of good safeguarding practice and experience of implementing safeguarding practices.
* Knowledge of the Equality Act 2010 and reasonable adjustments in an education setting.

**Skills/Attributes**

* Kindness and extensive knowledge on person centred practice
* Leadership and inter-personal skills
* Ability to manage and resolve a range of situations in the best interests of the students
* Ability to contribute to the whole College experience
* Effective communicator
* Flexible approach
* Logical approach to problem solving
* Excellent IT, information management and reporting skills

**Additional Requirements**

* Willingness to work flexible hours – we may need to meet students and apprentices outside their usual work/ student hours.

**Post Information**

* Reports to Head of Learning Support Service.
* Salary - £30,300 - £44,463 Salary is dependent upon Skills and Experience.
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.

The College is an inclusive employer. We will endeavour to make any necessary reasonable adjustments to the job, the working environment, and our practices to enable employment opportunities for disabled applicants.