

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Additional Needs Officer
Responsible To:	Additional Learning Support Service Manager
Department:	HubeXtra
Salary Grade:	D

JOB ROLE

The Additional Needs Service provides support for students with a range of disabilities across all curriculum areas. The Additional Needs Officer is based at West Bromwich Campus.

Main Purpose of the Job

The successful candidate will support the management and organisation of student support for the College. Specifically, the post will entail cross College liaison with both academic and support members of staff, assessment of student needs and liaison with external agencies. It is essential that all aspects of the role are documented through the existing quality procedures for audit and inspection purposes. The post holder will be expected to participate in forward planning and the development of the service.

KEY DUTIES

No	Description of Duties
1	Liaise closely with the EHCP Officers on neuro diverse conditions to provide seamless support for all learners on a daily basis
2	By assessment and review and in consultation with the student, identify, co-ordinate and implement where possible support programmes for prospective clients and mainstream students who have additional needs
3	Advise the student on appropriate strategies for learning to meet their individual needs.
4	Develop and manage appropriate pre-enrolment assessment for students with additional needs.
5	Counsel, as appropriate, this client group with regards to academic choice – in liaison with Course Team Leaders/Careers Service/Disability Employment Advisers (Placement Assessment Counselling Team) etc.
6	Facilitate student learning through: <ul style="list-style-type: none"> Course programme co-ordination

	<ul style="list-style-type: none"> • Academic and support team liaison • Performing, as appropriate, the role of student advocate • Technological aids, support and advice, providing training where necessary • Develop and maintain a viable transcription service, brailing, enlarged text and audio taping service, as determined during assessment • Arrange specialist support to students e.g. British Sign Language, Communicator, Reader, Notetaker, scribe, 1:1 in class and/or individual support
7	Assist in staff training and development programme advising staff on how this client group can succeed on mainstream courses with the support that is available.
8	Develop appropriate course access mechanisms for this client group, arrange and co-ordinate all necessary support, and develop and maintain a resource bank of information, aids and equipment relevant to students with additional needs.
9	Organise specialist equipment for students and be accountable for the technological resources, aids and equipment loaned to students with additional needs.
10	Organise and track exam arrangements in line with the Awarding Body for all Additional Needs learners (including Dyslexia guidelines)
11	Advise tutors on the specific needs of individual students.
12	Advise the ALS Service Manager on the specific needs of individual clients, which require equipment and resources not already available in College.
13	Maintain and update auditable evidence of support for students with physical disability/sensory impairment who qualify for additional LSC/HE units.
14	Be aware and monitor the implementation of policies and systems that may affect students in this client group.
15	In agreement with the line manager represent students with physical disability/sensory impairment on various forums (Health and Safety Committees, Community Action and Sandwell Access Groups and Course Team Meetings) and maintain an overview of College procedures and assess their effect on the client group.
15	Attend appropriate training courses available within the College or externally to maintain and develop specialist skills
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17	Arrange through the Examinations Office all necessary examination concessions, co-ordinating and ensuring procedures are maintained and acting as amanuensis when required.
18	Liaise with specialist suppliers, voluntary agencies, Social Services, Area Health Authority etc when necessary
19	Maintain a high level of awareness of individual needs, multi-cultural needs, sensitively providing services which will help students in their all-round development.
20	Attend staff and/or Course Team meetings as required.
21	Oversee and check, where required, the work of LSAs who support this client group, reporting any issues relating to conduct or training and development needs to the appropriate line manager
22	Be responsible for the wide range of decisions required in the day to day provision of the function, taking account of College guidelines and policy, consulting the ALS Service Manager when necessary.
23	Have overall responsibility for the efficient and effective deployment of additional needs resources, deciding upon work allocation.
24	Assist in the enrolment procedures and other administrative procedures as required, as is the case with all support staff

25	Undertake appropriate in-service training when required to do so
26	Ensure effective communication takes place with management, staff, students, customers and clients
27	Ensure a high level of confidentiality at all times
28	Have current knowledge of EHCP legislation, attend and on occasion lead EHCP reviews

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title:

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	A level 4 qualification in any discipline relating to disability	√	
1.2	Must have at least GCSE in English and maths to Grade C or above, or a recognised equivalent qualification (FS L2), and current skill levels at L2 in Literacy, Language and Numeracy.	√	
2. Experience			
2.1	Experience of supporting students with a range of disabilities in Further Education	√	
2.2	Experience of assessing support needs of students with disabilities	√	
2.3	Experience of managing resources	√	
2.4	Organising and tracking special exam arrangements		√
3. Skills/Abilities			
3.1	Evidence of good communication skills	√	
3.2	Be able to work as part of a team	√	
3.3	Good organisational and administrative skills	√	
3.4	Ability to work to tight deadlines and under pressure	√	
3.5	Ability to use a variety of supported and administrative software packages	√	

4. Special Requirements

4.1	Demonstrate good interpersonal skills	√	
4.2	Genuine understanding of a commitment to Equality and Diversity in practice	√	
4.3	Willingness to work flexibly including evenings and week-ends	√	
4.4	An awareness of the Disability Discrimination Act.	√	
4.5	Knowledge of relevant agencies that support this client group	√	