

HIGHBURY COLLEGE

JOB DESCRIPTION

Post	: Special Education Needs Support Assistant
Grade	: Scale 4
Responsible to	: Head of Learning Support
Date Job Description Revised	: October 2017

College Vision 2020

A world-class learning enterprise, leading the way, transcending borders

- Transforming and enriching lives
- Pioneering innovative approaches to education and training
- Inspiring ambition and co-creating sustainable futures with individuals, businesses and communities
- Serving our diverse stakeholder communities with pride and passion
- An influential organisation, recognised for excellence locally, nationally and internationally

At the heart of this vision is the College mission which is 'to enable all our students to succeed'.

Strategic priorities for realising the vision and mission include:

- Student Success, Resilience and Employability
- Innovation for Growth and Sustainability
- Amazing College, Amazing Staff
- Alliances, Partnerships and Collaboration
- Passion for Portsmouth
- Digital Transformation
- Commerciality

Job Purpose

The SEN Support is responsible to the Head of Learning Support for providing the high quality teaching and learning, pastoral and academic support and programme leadership that will enable the College to meet these broad objectives. Team working and communications within an overall approach that values people will be of key importance

Main Duties and Responsibilities	
•	SEN Support will be expected to use a diverse range of delivery methods including the use of the virtual learning environment to create high quality learning, inclusive and interactive learning
•	To provide flexible assessment opportunities and closely plan, monitor, track and record student retention, achievement and success
•	To work with personal tutors to translate identified individual literacy/ numeracy or specific learning difficulty needs into learning actions on the PLP.
•	To deliver literacy/ numeracy, up skilling and dyslexia support by either individual student support or small group teaching.
•	To support the Head of Learning Support to ensure the effective and efficient implementation of SEN and Disability legislation.
•	To work with relevant vocational tutors to embed dyslexia/ dyscalculia strategies through schemes of work, lesson plans and development of differentiated resources.
•	To train and direct others to ensure that Dyslexia support is specific to student
•	To provide learning support to help students develop language, numeracy, IT, organisational skills and confidence
•	To keep written records as requested and required for audit purposes e.g. weekly lesson plan logs and Student Reviews/Profiles
•	To train and direct others to ensure that Dyslexia support is specific to student
•	To read, write and interpret reports, allowing better support to identified students
•	Be familiar with theories about testing and psychometrics, including relevant statistical concepts.
•	Administer, select and evaluate a range of educational tests and assessments in line with the Data Protection Act.
•	To ensure that all identified needs of students that they responsible for with an EHCP are met

Planning and Organisation	
•	It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines.
Direction Received	
•	Reporting to the Head of Learning Support the post holder must be self-motivated and capable of creativity and innovation.
Liaison	
Liaise with	
•	Liaise with academic and business support staff within the College.
•	Act as an ambassador for the College in any external activities so that the College's good reputation is further developed.
•	Support the Coordination of any SEN / EHC plans, including liaison with the Work Related Learning Officer and the Safety, Health and Environment Manager over risk assessments
•	Take part in liaison activities with schools, community groups, employers and other external organisations
•	The post holder will have a key role in liaising with external agencies including Portsmouth City, Hampshire County Council NHS and schools to ensure EHCp are completed
•	Achievements office Student Welfare, Finance and Counsellors Relevant external agencies All internal Learning Support staff

Accountabilities:

A. Key Accountabilities

•	Completing assessments using psychometric tests and be able to use them effectively and know how to interpret the results.
•	Work towards / be able to complete Form 8 for current students
•	Oversee the students who require SEN & Dyslexia support and deliver this support
•	Maintain spread sheets for Dyslexia screening & Concession tests -oversee the tracking and monitoring of student progress on all elements of the programme
•	Ensure all SEN & EHC plans support needs are adhered to
•	Certify students' needs are met within the SEN code of practice - regularly monitor student retention and achievement with the team
•	Liaise with IAG & Foundation studies to ensure initial and diagnostic assessment are completed and where required, with Learning Support for the provision of support for students
•	To inform relevant staff on matters concerning the welfare of students and to contribute to the maintenance of a safe working environment for students, staff and others
•	Coordinate with the Course Administrator about the registration, withdrawal and achievement of students
•	To champion, promote and support equality of opportunity for staff and students and to implement the College's Equality Policies in the areas of responsibility.
•	Co-ordinate the recording and submission of students' achievements to the Achievement Team
•	Identify with the team students at risk of leaving and/or failing, and referring them as appropriate to the Support to Achieve programme
B. Quality and Standards	
•	Participating in Programme Quality Reviews and developing the Quality Improvement Plan
•	Contribute to the Department's Self Assessment Report
•	To follow Learning Support procedures to ensure a high quality student experience
•	To follow College Quality Systems in relation to this Business Support Group, including attendance at team meetings and input into relevant quality processes
•	Contribute to sharing good practice through peer and cross College activities
C. Finance and Resources	
•	To keep up to date with and advise the Head of Learning Support of innovative subject related and /or course related resources
•	To adhere to College financial regulations
•	To ensure the appropriate use of College resources, wherever possible
D. Staff Learning and Development	
•	To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum.
•	To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College.
•	Keep up to date BPS Test User Educational qualification and (join the) BPS's Register of Qualifications in Test Use
•	To identify individual training needs and support staff learning and development activities
•	To keep up to date with SEN code of practice
E. Other Duties	
•	To be a member of such College Committees and working parties as may be agreed from time to time.
•	This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time.
F. General	
•	Further Education operates within a dynamic, challenging and complex environment. Consequently,

	all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.
•	This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.
•	The appointment will be made on a spot salary. Annual pay awards will be subject to good performance and budgetary considerations
•	To be aware of and adhere to the College's Safeguarding Policy at all times and take any necessary action where appropriate.

Safeguarding Children and Vulnerable Adults

Highbury Colleges has a moral and statutory duty to safeguard and promote the welfare of all its students. We are committed to providing a safe learning environment, and where possible, living environment, for all our students. The post holder will therefore be required to commit to the College Safeguarding Adults and Child and Young People Protection Policy and help to keep students safe from a wide range of potential harm. The post holder will also be required to attend annual safeguarding training and will be subject to an enhanced DBS check.

Equal Opportunities & Diversity

All Highbury College staff are required to promote equality of opportunity and diversity in all aspects of their job. Staff should value and celebrate differences in age, disability, sexual orientation and religious belief and ensure that the College offers a welcoming and inclusive environment to all its students.

Health, Safety and Wellbeing

Highbury College prides itself in being a safe environment for learning and working. We continuously strive for improvement, developing our management systems to involve everyone. We expect all of our staff to be part of our safe culture by: recognising their responsibilities for keeping themselves, colleagues, students and visitors free from harm. We demonstrate continued compliance with our policies and procedures and ensure the Health, Safety and Wellbeing of everyone at Highbury College remains a priority.

Person Specification

Post: Special Education Needs Support Assistant
 Grade: Scale 4
 Department: Learning Support

Note to candidates: Please study the items in this Person Specification carefully when completing your application; try to describe your knowledge, skills and experience in terms of the particular items.

<i>Assessment Area</i>	<i>Essential Criteria</i>		<i>Assessment Method</i>
<i>Certified Qualifications</i>	1	SEN or Dyslexia qualification	Application Form & interview
	2	Qualification CCET / AAT or willingness to work towards one	
	3	A – C GCSE in English and Mathematics or Functional Skills Qualification at Level 2 in Literacy and Numeracy	
Experience	4	Evidence of commitment to ongoing professional updating and development (30hr per annum min)	Application Form & Interview
	5	Relevant industrial experience & SEN knowledge	
	6	Experience of Supporting / training and assessing	
	7	Ability to work well in teams but also to work independently with the minimum of supervision	
	8	Ability to meet targets within set timescales	
<i>Skills, Knowledge and Competencies</i>	9	Good verbal and written communication skills	Interview
	10	Motivated and able to motivate others	
	11	Good administrative skills	
	12	Effective interpersonal and presentation skills	
	13	Understanding of safeguarding in the context of education	
	14	Dyslexia support	
	15	Professional approach to work and appearance	
<i>Personality / Characteristics</i>	16	Enthusiasm and drive	Interview Reference
	17	Ability to work under pressure	
	18	Commitment to excellence	
	19	Flexible attitude in the way he/she performs the job	
	20	Commitment to operating in a healthy and safe environment	
	21	Commitment to personal improvement	
	22	Commitment to high professional and personal standards of work and of conduct	
	23	A commitment to equality of opportunity and widening access to education for all	
	24	Ability to travel between centres	