

Job Description and Person Specification

Inclusion Coordinator Maternity cover for a fixed term period Nov 2018 – Nov 2019

Salary:	£24,799 - £26,332 pa inclusive
Hours:	36 hours x 40 weeks per year
Leave:	This post is term time only; all leave should be taken when the college is not in session.
Reports to:	Head of Inclusion
Line Management:	Inclusion Student Support Assistants (SSA)
Location:	The postholder will be required to work at both college sites: Main Campus, Isleworth, and the Feltham Skills and Logistics Centre site to support the team of Inclusion Student Support Assistants.

The purpose of the post is to:

Co-ordinate a team of SSAs to ensure students are supported within classrooms and/or one to one sessions. To assess student needs, identifying most appropriate support/ learning development plan to raise student's achievement.

Lead on the development and implementation of procedures to ensure consistency in the quality of student support across the college.

PRINCIPAL RESPONSIBILITIES AND TASKS

Support Teaching and learning

1. Interview and assess students' needs and establish a learning support plan at the start of the academic year, and throughout the year upon referral – including the exam concession requirements for those that need them
2. Plan and conduct annual reviews of EHCPs, in collaboration with the Head of Inclusion.
3. Timetable and coordinate in class support and 1:1 mentoring.
4. Liaise closely with the Head of Inclusion, Lecturers, and Student Support Assistants, to identify support and teaching strategies that best support the students and enable them to successfully achieve and progress.
5. Provide practical support and advice to teaching and support staff.
6. Lead on the development and creation of resources to be used across the team.
7. Schedule, manage and monitor the completion of weekly records of support.

8. Supervise the completion of data protection forms and exam concession applications in collaboration with the exams team.

Leadership and staff management

9. Manage the Inclusion Student Support Assistants across curriculum areas, providing guidance and support to ensure high quality provision to all students requiring support.
10. Oversee the professional development of the team, monitoring the day to day performance of student support assistants.
11. Co-ordinate and timetable the Inclusion Student Support Assistants, planning and allocating staff where required meeting student learning requirements.
12. Support the Head of Inclusion with the induction of cross-college agency workers.
13. Advise and support the Curriculum Quality and Team Manager for SLDD and FL and the Student Support Assistant Lead in SLDD to maintain high quality standards of student support in SLDD.
14. Set up and hold regular cross college SSA team meetings to share best practice and standardise documentation.
15. Attend directorate meetings as required.
16. Attend and represent the College at Local Authority and external meetings.

Statutory reporting and knowledge management

17. Be aware of and comply with policies and procedures relating to Child Protection, First Aid regulations, Health & Safety Procedures, Confidentiality and Data Protection legislation. Reporting any and all concerns to the appropriate person.
18. Co-ordination, preparation and production of annual reviews in line with LA guidelines and in collaboration with the Head of Inclusion.

General

19. Promote a positive image of the College in all contacts with students, employers and professional bodies.
20. Adhere to the College's Data Protection Policy and the Data Protection Act 1998.
21. Proactively identify and pursue opportunities that are appropriate to maintaining continued professional development.
22. Adhere to and comply with the college financial regulations.
23. Carry out any other reasonably comparable duties that may be required from time to time.
24. Undertake additional duties at enrolment times as required, including occasional evening work.
25. Comply with and actively promote the College's Equal Opportunities Policy

Person Specification

When completing your application form you should consider each point in the person specification, providing clear examples of how your skills and experience meet each criterion.

West Thames College expects all employees to contribute to the college shared values and beliefs by demonstrating:

1. Possess a Literacy and Numeracy qualification at Level 2 or above.
2. Possess an appropriate support qualification such as Award in Education and Training.
3. Possess appropriate IT skills relevant to the post, including a basic knowledge of Microsoft Word and Outlook and the ability to complete searches on the Internet.
4. Possess basic knowledge of First Aid, food hygiene and Health and Safety or be willing to undertake training.
5. Experience of identifying and setting academic and personal development targets.
6. Ability to interview and assess students' needs, writing up reports detailing specific requirements with attainable outcomes.
7. Proven experience and skills to write clear, concise reports, talk to groups, articulate a case, and be empathetic, respectful and clear in meetings.
8. Be able to demonstrate the motivation and skills to support students with disabilities and/or learning difficulties in an educational setting.
9. Have the ability to work independently with minimum supervision
10. Experience of leading and developing a team, demonstrating excellent personal teamwork skills as a role model to colleagues.
11. Experience of delivering training sessions to groups of staff.
12. Be willing to undertake training and development as required within the role.
13. Have an awareness and understanding of equal opportunities
14. Have an awareness and understanding of Prevent and Safeguarding

Equality and diversity

West Thames College aspires to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 28 August 2018
Reference No: 3INC001
Interview date: 6 September 2018

Conditions of Service

Contract: Permanent, Full time working Term Time Only

Salary: £24,799 - £26,332 pa inclusive

Please note the salary range for this post is point 32-34 on the Support Staff scales.
Progression up the incremental pay scale is automatic and awarded on 1 April annually.
New entrants are placed on point 32
Where there is evidence of current earnings in excess of point 32, the applicant may be placed at the salary point higher than their current salary

Pension: Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.

Annual Leave: This post is term time only; all leave should be taken when the college is not in session.

Hours: 36 hours x 40 weeks per year

Probation: Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.

Disclosure The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.