



## Inclusive Learning Advisor (SEND) Job Description

<b>Area</b>	: Learning and Learner Services
<b>Salary</b>	: £25,412 - £27,747 ( <i>per annum</i> )
<b>Hours of Work</b> ( <i>Full-time/Part-time</i> )	: 37 hours per week
<b>Line Manager</b>	: Learning Support and Inclusion Manager
<b>Responsibility for</b>	: To provide support for learners with special educational needs and disabilities (SEND) and/or inclusion needs, within the Learning and Learner Services function; : Promoting the welfare of children and young people; <i>and</i> : The marketing and promotion of the provision to employers and other stakeholders.

### Main Purpose of Job:

To provide support for learners with special educational needs and disabilities (SEND) and / or inclusion needs, within the Learning and Learner Services function to ensure that the provision and services it provides:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the Learning and Learner Services function.

### Key Duties and Responsibilities:

1. Provide direct support for a caseload of learners with SEND.
2. Undertake pre-entry assessments and regular reviews of learners with SEND to ensure that they are appropriately supported during their studies and College life.
3. Produce support plans for learners with SEND and share with appropriate staff to ensure that learners can fully access the curriculum and the College environment.
4. Review and adjust the support for a caseload of learners as appropriate, making recommendations to the Learning Support and Inclusion Manager.

5. Liaise with College staff in the planning of appropriate support for learners with SEND, including special examination arrangements and careers advice.
6. Facilitate awareness raising sessions and training for staff working with learners with SEND.
7. Follow all safeguarding policies and procedures as required.
8. Direct, develop and co-ordinate the work of the Learning Support Assistants for learners SEND in liaison with the Learning Support and Inclusion Manager.
9. Monitor the Learning Support Assistants support reviews for learners with SEND and report any changes of support need to the Learning Support and Inclusion Manager.
10. Collaborate with schools and outside agencies to ensure a co-ordinated approach to learner recruitment and transition which will encourage a positive outcome on retention.
11. Carry out specialist assessments for identified learners, including risk assessments and Personal Emergency Evacuation Plans.
12. Carry out Local Authority Education, Health and Care Plans (EHCP) consultations in partnership with applicants, schools and external agencies.
13. Facilitate and lead in interim and annual reviews of Education, Health and Care Plans in conjunction with the local authorities and other members of the learning support team.
14. Liaise with appropriate outside agencies and make referrals as appropriate (*e.g. CAMHS, Children and Young Peoples Services etc*).
15. Keep up to date records and statistical data of learners through the use of ProMonitor and ProSolution and report progress to the Learning Support and Inclusion Manager.
16. Monitor, supervise and support learners in the different areas/locations of the directorate.
17. Act as an exam reader / scribe / invigilator as required.
18. Support learners with the use of assistive technology.
19. Provide in-class support to a wider range of learners as required.
20. Attend Faculty/Functional Area, Course Team or subject area meetings as required.
21. Attend as required parents' evenings, open events and other promotional events organised by the College.

**Generic Duties and Responsibilities:**

22. Promote a culture of innovation, excellence and equality.
23. Reflect the vision, mission and values of the College.
24. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
25. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
26. To actively contribute to the risk management of the College.
27. To positively promote and implement the College's strategies on equality, diversity, safeguarding.

28. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
29. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
30. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



## Inclusive Learning Advisor (SEND) Person Specification

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• Degree ( <i>or equivalent</i> )	✓				✓
• GCSE Grade C (4/5) or above in Maths & English ( <i>or equivalent</i> )	✓				✓
• Evidence of relevant continuous professional development	✓		✓		
<u>Desirable</u>					
• Qualification in a relevant subject special educational needs and disabilities (SEND).	✓				✓
Skills and Experience					
<u>Essential</u>					
• Good working knowledge and understanding of learners with SEND and / or inclusion needs	✓	✓	✓		✓
• Experience of working with and supporting young people with SEND	✓	✓	✓		
• Experience of working in a learning support capacity	✓	✓	✓		✓
• Ability to develop relationships with external agencies to support learners with transition and to fully access their studies	✓		✓		✓
• Understanding and commitment of equality, diversity and inclusion in work and the learning environment	✓		✓		
• Ability to work sensitively and with empathy with learners, parents and staff			✓		
• Excellent working knowledge of safeguarding procedures	✓		✓		
• Ability to guide and advise staff who will implement identified support strategies			✓		
• Ability to develop positive relationships with learners who may display challenging behaviour	✓		✓		✓
• Resilience and the ability to deal professionally with challenging conversations and without becoming emotionally involved	✓		✓		

• Understanding of the way that the service area can positively impact on the learners' experience	✓		✓			✓
• Good digital literacy skills	✓	✓	✓			
<u>Desirable</u>						
• Good understanding of the EHCP consultation and review process and experience of facilitating and leading EHCP reviews	✓	✓	✓			
• Experience of interpreting SEND documents and EHCPs in order to extract information to inform support plans and teaching/support strategies	✓		✓			
• Experience of providing evidence for and facilitating exam access arrangements	✓		✓			
• Good working knowledge and understanding of developments in assistive technologies to support learners to fully access their studies	✓		✓			
<b>Personal Attributes</b>						
<u>Essential</u>						
• Excellent interpersonal skills with the ability to develop positive working relationships at all levels ( <i>internally and externally to college</i> ) and to translate ideas into actions	✓		✓			✓
• Emotional intelligence, self-awareness and confidence			✓			
• Confidence to challenge existing practices			✓			
• Accuracy and attention to detail			✓			
• Excellent organisational skills with the ability to self-manage, prioritise and work effectively under pressure		✓	✓			✓
• Able to work collaboratively within a team and with external partners	✓		✓			✓
• Flexible approach to working	✓		✓			
<b>Other Requirements for Employment</b>						
<u>Essential</u>						
• Enhanced DBS check						

Updated: January 2022