
Post Title	Part-time Specialist Support Lecturer
Location	The Aviation Academy, Leeds Bradford Airport
Rate of pay	Grade V teaching rate £22.27 per hour (2017/18) Grade IV teaching Rate £30.35 per hour (2017/18)
Hours	Temporary variable hours Currently 7.5 hours per to worked on a Wednesday
Responsible to	Specific Learning Difficulties (SpLD), Study Skills Support Co-Ordinator
Special Conditions	Teaching is dependent on timetable requirements and student numbers in line with College funding Pay claims for the actual hours worked are submitted on the last working day of the following month A full DBS Certificate via the Disclosure and Barring Service will be required
Closing Date	Tuesday 11 December 2018 - midday
Interview Date	TBC
Post No.	S563

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Lindsay Smith (Human Resources Assistant) lsmith@craven-college.ac.uk

MAIN JOB PURPOSE

To be responsible for delivery of 1:1 and small group support provision for students who have disclosed or been identified as having a Specific Learning Difficulty (SpLD).

To ensure that the service directly contributes to positive learner outcomes, improved success rates, increased employability and appropriate progression for every student who uses the service, both those with and without SpLD.

To ensure quality provision in line with College Quality Assurance procedures.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To work with Students across all curriculum types and delivery to discern need, negotiate targets, plan, deliver and review personalised learning strategies to enable them to successfully complete their chosen course of study and to gain the skills necessary to progress to the next level of study, work or independence;
- To develop and design innovative materials and resources that engage students, support learning and development; To plan and deliver a range and variety of learning approaches related to SpLD, Study Skills and literacy and numeracy needs;
- To carry out screening, interview and specialist support discussions of students with possible SpLDs – in particular maintain full knowledge of, and the ability to administer the latest assessment methodologies;
- To assist the SPLD Co-ordinator in arranging assessments and supporting the processes required to ensure exam access arrangements for eligible learners with SpLDs;
- To assist the SPLD Co-ordinator to develop and design the College SpLD VLE;
- To research assistive technology, support available at Craven College; and keep abreast of new developments in the field of SpLD and evaluate new approaches to supporting learners;
- To assist the SPLD Co-ordinator to meet the demands of Quality Assurance within FE to include co-ordination of relevant documentation, meeting key performance indicators

and targets, implementing and reviewing action plans, and collate data to measure the impact of SpLD provision;

- To take responsibility for the timely and accurate completion of appropriate documentation, administrative procedures and individual support records to meet the requirements of the College and external bodies including submission within e-ILPs;
- To assist the SPLD Co-ordinator to collate learner files to include referral, form, exam board approvals and evidence in preparation for JCQ inspection;
- To maintain close contact with all Schools to ensure that students with support needs are sufficiently supported and monitored and that teaching and learning strategies are appropriately shared across all staff delivering and supporting within curriculum across all elements of the study programme, e.g English and Maths tutors;
- To contribute to statutory annual reviews or other related meetings, such as Looked After Child (LAC) reviews, regarding students with SEN, which may involve reviewing Education, Health and Care (EHC) plans;
- To liaise effectively with students, parents, guardians, other professionals, such as social workers, speech and language therapists, physiotherapists and educational psychologists;
- To attend and deliver on-going cross college staff development and awareness programmes;
- To attend mandatory team meeting and staff development as requested by the Head of School/Line Manger and to be an effective team member;
- To keep up to date with new developments in the area of SpLD tuition and respond positively to government initiatives and changes in the area;
- To ensure that interaction with students is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
- To participate in the College's Appraisal Scheme and undertake professional updating/staff development as required to meet the needs of the Division and College;
- To be fully conversant with the College's Equality and Diversity aims and objectives; and take appropriate positive action in the promotion and delivery of Equality and Diversity targets;

- To be fully conversant with and implement the College's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all students and staff;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Appropriate academic or professional qualifications;
- Coaching and mentoring skills, preferably supported by a relevant qualification;
- Recognised Dyslexia Qualification e.g. PATOSS/RSA Dyslexia Diploma or Certificate;
- Possess an Assessment Practicing Certificate – or be willing to work towards.
- An excellent current working knowledge of the subject area of SpLD, and appropriate level of experience in SpLD and teaching;
- Sound theoretical understanding of the nature of dyslexia and related specific learning difficulties e.g. ADHD, Dyspraxia;
- Experience of supporting students with the following disabilities:
 - Dyslexia
 - Learning difficulties (mild to severe)
 - Emotional and behavioural difficulties
- Practical experience in delivering assessments in different contexts;
- Experience of liaising effectively with schools, members of the public, parents, external agencies and employers;
- Ability to deal with personal information in a confidential and sensitive manner and take responsibility for case notes;
- Good standard of computer literacy and the ability to utilise and develop ILT and software in order to promote inclusivity through assistive technology;
- Willingness and ability to undertake further professional development linked to the School curriculum and College needs;
- Ability to achieve high standards working under pressure and with minimum supervision;
- Excellent interpersonal skills;

- Ability to maintain relevant records and documentation accurately;
- Appreciation of quality issues in FE;

DESIRABLE REQUIREMENTS

- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed (or working towards);
 - Degree-level qualification/and or highly qualified in the appropriate subject area;
 - Several years' relevant industrial experience;
 - Previous experience of teaching and training ideally in the FE sector;
 - Computer literate;
 - Ability to travel;
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