

Job Description Inclusive Learning Officer Inclusive Learning

The Role

The post holder will be required to ensure the effective co-ordination and monitoring of in class support for learners with learning difficulties, disabilities and ESOL, English and Maths support needs.

- a) Implementing agreed individual programmes of support for learners to enable them to achieve qualification aims, develop independence, enhance progression opportunities and progress towards Education and Health Care Plan (EHCP) outcomes.
- b) Safeguard learners and promote their well-being in all aspects of their learning.

Responsible to: Inclusive Learning Manager

Main Purpose and Responsibilities

- Line manage and co-ordinate Learning Coaches to ensure that learners have access to high quality learning support that leads to improved outcomes, progression and transition.
- Co-ordinate relevant staff to support learners in examinations such as by acting as prompters, readers, scribes under the regulations set out by the awarding bodies.
- Ensure the development of a team of Learning Coaches and implement the College's line management system.
- Participate in the interviewing, induction, training and mentoring of the Learning Coaches.
- Observe, monitor and report on the work of a Learning Coaches team to support the College's quality monitoring procedures.
- Maintain accurate records of support delivered and co-ordinate the timetabling of Learning Coaches to ensure high levels of staff utilisation.
- Quality assure the record keeping of a team of Learning Coaches to meet internal and external audit requirements.
- Contribute to the effective implementation of the Children and Families Act 2014 such as EHCP Reviews and the recording of progress towards EHCP Outcomes.

General Duties of the Post

The post holder will assist with or undertake the following:

- To keep up to date with QA initiatives and to develop and meet service standards for the Group/School/Department.
- To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
- To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
- To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
- To be available to assist in enrolment and other procedures which may require occasional evening and weekend work.
- Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

Additional Information

This Job Description / Specification is subject to periodic review.

This post is term-time for 40 weeks per year.

Salary scale: Grade 6, £23,571 - £25,012 per annum inclusive of London Weighting (£26,719 - £28,353 FTE)

Primary Location: Various. You may be required to travel to or work from any of the South Thames Colleges Group sites.

Person Specification Inclusive Learning Officer

Person Specification, Experience and Qualifications

		Essential	Desirable
1.	A proven track record in supporting learners with learning difficulties and other support needs to enhance learner success		
2.	Experience of managing staff or leading a team or demonstrable ability to carry out this role		
3.	Experience of implementing and developing effective quality systems		
4.	Relevant qualifications at Level 3		
5.	Educated to GCSE/ level 2 or equivalent with minimum grade C/4 in English and Mathematics		
6.	Good working knowledge of how to support learners with learning difficulties and other support needs effectively in an educational context and the ability to deliver effective staff development		
7.	Knowledge of SEND Reforms & other relevant legislation and their likely impact on support services		
8.	An understanding of the information and standards required for internal and external audits in relation to claims for support and associated records.		
9.	Able to use Microsoft Excel effectively.		
10.	Able to use initiative, organise and prioritise		
11.	High level interpersonal skills and experience of working with multidisciplinary teams		
12.	Good standards of both written and oral communication skills and administrative skills including computer literacy		
13.	Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults		