

JOB DESCRIPTION

Post: **Inclusive Learning Team Leader**

Responsible To: **Head or Deputy Head of Inclusive Learning**

Summary of Post:

To lead a team of Support Practitioners (LSP's) to provide innovative holistic support and safeguarding for all students. To be responsible for overseeing the management and co-ordination of in class and out of class support across all vocational areas.

Specific Duties:

1. To be responsible for planning and organising the LSP timetable and allocation of in-class support, and other timetabled activities. To liaise with inclusion tutors to allocate LSPs to additional taught activities. To work as a team with the inclusion tutors to provide a flexible out of class support service for students.
2. To work with vocational lecturers to support them to apply an inclusive and adaptive approach to their teaching and liaise with teaching staff, achievement and mentor staff to encourage students to attend additional learning PSA activities. To work with the Head of Inclusion, College Services and curriculum staff to allocate LSPs to act as invigilators, readers or scribes for exams.
3. To develop communication between teaching and support staff and encourage the integration of support into the curriculum. This will include attending departmental and course meetings as and when required.
4. To line manage a team of staff, this will include ensuring staff work to their contracted hours, establishing timetables and updating throughout the year, managing staff sickness following the Group process and covering staff absence to ensure continuity of the service.
5. To provide induction into the role for any new staff including agency staff and undertake LSP developmental observations to support individual staff. To allocate or be the Mentor for new staff.
6. To develop the LSP team by holding regular team updates, monthly team and one to one meetings with LSPs and recording the outcome of the discussions, undertaking support & development meetings in line with college process.
7. To liaise with the Head to promote good practice in implementing strategies to support students to manage their behaviour/condition/specific difficulties. This may include working with teaching staff and sharing knowledge with LSPs.

8. To administer medication, undertake invasive medical procedures and assist students with specific physical and hygiene procedures as required, this may include supporting personal care and working to establish a staff rota to support personal care needs.
9. To maintain student assessment and support records and ensure that LSPs fulfil this requirement of their role and contribute to the monitoring of progress and student reviews if requested.
10. To co-ordinate and implement the safe storage and administration of medication, complete related documentation to meet the college guidelines on 'safe administration of medication'.
11. To work flexibly according to business need: attending Open Days, student taster events, completing staff timetables for the new academic year etc.
12. To complete documentation for access arrangements relating to designated students, including the checking of exams arrangements.
13. To write, Personal Support Plans in preparation for students to start at college.

General Duties and Responsibilities:

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

PERSON SPECIFICATION		Application	Interview	Shortlisting Weighting
Skills				
1.	Excellent communication skills both verbal and written and ability to communicate effectively with college staff, students and external agencies	✓	✓	4
2.	To understand the barriers that can affect a young person's educational progress		✓	6
3.	Ability to prioritise work to tight deadlines and effectively assign duties to staff including timetabling.		✓	6
4.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	4
Experience				
1.	Experience of managing a team, including recruitment, induction, training, CPD, setting objectives, and managing performance	✓	✓	4
2.	Minimum of three years' experience of supporting young people with a range of additional needs	✓	✓	6
3.	Experience of supporting students in an educational setting	✓	✓	4
4.	Experience of implementing and regularly updating risk assessments, health care plans, Behaviour Support Plans and PEEPS	✓	✓	4
Education				
1.	Maths Level 2 (e.g., equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g., equivalent to GCSE grade C / 4 or above)	✓		4
3.	Level 3 Learner Support qualification or equivalent	✓		4
4.	Training and experience related to a range of conditions and student needs. E.G. Autism, ADHD, Global Learning Delay, Physical and sensory needs etc.	✓		4
5.	A qualification in the safe handling and administration of medication and relevant training to administer invasive medical procedures	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.