

Job Description and Person Specification

SpLD Assessor Coordinator – Inclusive Learning

Contract type: Full-time, Permanent

Responsible to: Head of Inclusive Learning

Remuneration: £43,589 per annum



Main Duties and Responsibilities

1. To work with the Head of Inclusive Learning to raise the awareness of dyslexia, and other learning difficulties, across the College, including, providing guidance and training to all student-facing staff.
2. To work with the Head of Inclusive Learning and the team of Inclusive Learning Assistants to oversee referrals and allocations of inclusive learning support.
3. To conduct access arrangement assessments according to JCQ regulations, complete Form 8s and provide the necessary information for the completion of file notes.
4. To use data to decide which students may be eligible for access arrangements assessments.
5. To guide Inclusive Learning Assistants on the screening and diagnostic assessment of students and produce reports, as required.
6. To complete Individual Support Plans (ISPs)
7. To maintain existing and new online administration systems.
8. To record and evaluate students' progress on ProMonitor.
9. To participate in the planning of individual learning support programs based on assessments and progress reviews from subject teachers.
10. To provide advice to teaching staff on how to implement, plan and monitor effective interventions for students.
11. To work with the Inclusive Learning Assistants to provide support and guidance for learners with dyslexia and other specific learning needs in and out of classes.
12. To work with Inclusive Learning Assistants, curriculum teams and student support teams to provide identified learners with support in the classroom and on a one-to-one basis.
13. To manage behaviour positively and consistently.
14. To attend staff meetings and training as required.

2. Other Responsibilities

1. To uphold, promote and abide by all CCG policies and procedures, especially those which are applicable to this area of work, including the safeguarding and Equality & Diversity policies and procedures.
2. To keep up to date with new legislation, procedures and techniques and attend relevant mandatory training to ensure efficient execution of the job,.
3. To undertake any other duties as may reasonably be required commensurate with the post.

SpLD Assessor Co-ordinator	Essential/ Desirable
Person Specification	
Qualifications	
A degree or equivalent qualification	E
Level 5 teaching qualification	D
A current Level 7 SpLD (with Exam Access Arrangements) or equivalent Exam Access Arrangements qualification	E
Possess an SpLD <i>Assessment Practising Certificate</i>	D
Experience	
Recent experience of supporting and assessing learners with SpLDs and monitoring progress	E
Recent experience of raising and/or maintaining good standards of student attainment and progress	E
Experience of analysing and using student data to help improve outcomes	E
Experience of assessing student progress and providing effective feedback	E
Experience of coordinating support for learners with SpLD	D
Skills & Abilities	
Ability to use a range of strategies to engage students and to support learning	E
Ability to foster and promote positive relationships with students and the wider team	E
Ability to communicate effectively with others	E
Good ICT skills and the ability to use modern technology effectively	E
Ability to maintain college based IT systems	E
Knowledge and Understanding	
Knowledge of SpLDs and management of these within a learning environment	E
Knowledge and understanding of safeguarding and has an enhanced DBS	E
Understanding of post 16 education provision	D
Personal Attributes	
Ability to work on own initiative and as part of a team	E
Very organised, reliable, flexible, highly motivated, excellent communication skills	E
Commitment to achieving and maintaining high standards for supporting learners with SpLDs.	E