

JOB DESCRIPTION

POST TITLE	:	Exam Access and Specialist Support Tutor
SCALE	:	Lecturer B, points 8 - 11
SALARY	:	£31,967 - £38,147
RESPONSIBLE TO	:	Head of Maths, English, ESOL & Learning Development
CLOSING DATE	:	5.00pm, Tuesday 19 November 2024
INTERVIEW DATE	:	Wednesday 27 November 2024

Main Purpose of the Post

To provide an excellent learning experience by offering high quality Additional Learning Support (ALS), that ensures individual student support is appropriate, effective, timely and promotes high achievement for all students.

Main Responsibilities

- 1) Establishing, reviewing, planning, coordinating, and tracking specialist support for learners with an Education Health and Care Plan in line with the outlined provision and their special educational needs requirements.
- 2) Liaising with internal staff, external partners, and the local authority to coordinate the delivery of support for learners and staff within Burnley College.
- 3) Work with the wider college staff body to support them in the delivery of specialist support strategies in the classroom and disseminate relevant information to them in a timely fashion.
- 4) To carry out Exam Access Arrangements [EAA] assessments for learners across college and complete relevant paperwork for students, staff, and awarding bodies in a timely manner in line with legislation and best practice.
- 5) To work closely with the exams officer to ensure exam access arrangements are applied for and recorded appropriately.
- 6) To support the ALS Manager in delivering timely CPD for teaching and support staff in relation to learner needs across the provision.
- 7) To provide effective cross College Divisional support for ALS through regular reviews and evaluations of individual support package.

- 8) To deliver high quality specialist teacher assessments, one to one support and teacher training support on strategies up to 832 hours per year.
- 9) To contribute fully to Divisional and College teams including sharing best practice and being involved in enhancing expertise in delivery of support, teaching, learning and assessment for ALS.
- 10) To assure full compliance with the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality; Health and Safety and Safeguarding.
- 11) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 12) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 13) To carry out such other duties as the Principal may reasonably request.

PERSON SPECIFICATION

POST: Exam Access and Specialist Support Tutor

DIVISION: Maths, English, ESOL and Learning Development

QUALIFICATIONS		Essential (E) Desirable (D)	To be identified by:
1	Degree or equivalent level qualification in a relevant discipline	E	Application form/ Interview
2	Possess a recognised teaching qualification	E	Application form/ Interview
3	To hold or be willing to work towards a current SpLD Assessment Practising Certificate (AMBDA or PATOSS) or equivalent Level 7 qualification (e.g. CPT3A) that includes at least 100 hours relating to individual specialist assessment in order to assess for EAA	D	Application form/ Interview
KNOWLEDGE			
1	Knowledge of current issues in teaching and SEN support practices which promote inclusion	E	Application form/ Interview
2	Demonstratable knowledge of Exam Access Arrangements and the impact they can have on learner progression	E	Application form/ Interview
3	Knowledge of Quality Assurance systems relating to the curriculum area and sector	E	Application form/ Interview
EXPERIENCE			
1	Experience of successful working with learners with a range of learning disabilities and difficulties	E	Application form/ Interview
2	Experience of application of e-learning and assistive technologies	D	Application form/ Interview
3	Experience of exam access arrangements in-line with Joint Council for Qualifications requirements	D	Application form/ Interview
4	Experience of cross College and external liaison	D	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT in the classroom	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College’s Single Equality and Health and Safety Policies	E	Interview
2	Commitment to the delivery of excellent teaching and support to our students	E	Interview
3	Good team working skills and commitment to teamworking	E	Interview
4	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
5	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual’s rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*