JOB DESCRIPTION

POST TITLE	:	Assistive Technology Trainer (Pro-rata)
LOCATION	:	On Site Delivery
SALARY	:	Up to £30,340
RESPONSIBLE TO	:	Head of Maths, English, ESOL & ALS
CLOSING DATE	:	12.00pm, Friday 20 February 2026
INTERVIEW DATE	:	Tuesday 6 March 2026

Main Purpose of the Post

The Assistive Technology Trainer will provide high-quality, innovative training and support to learners with Special Educational Needs and Disabilities (SEND), focusing on the effective use of assistive technology to enhance learning, independence, and accessibility. The role involves delivering tailored training to individuals and small groups across the College, supporting staff in embedding assistive technology into teaching practice, and contributing to a consistently outstanding learning experience.

Responsibilities

1   Lead the delivery of assistive technology training to learners with SEND, both in and outside of the classroom, on an individual or small group basis.

2   Support learners in selecting, accessing, and using appropriate assistive technology tools, ensuring alignment with their EHCP outcomes and ILP targets.

3   Liaise effectively with teaching staff, tutors, parents/carers, and external professionals to ensure assistive technology is integrated into learners' educational plans.

4   Promote learner independence through the use of assistive technology, encouraging self-management, digital literacy, and progression toward academic and personal goals.

5   Develop and roll out training resources for staff and students on the use of assistive technologies, and liaise across departments to enhance service provision and consistency.

6   Maintain up-to-date knowledge of emerging assistive technologies and digital tools relevant to SEND learners.

7   Coordinate and manage the booking and delivery of 1:1 and small group assistive technology training sessions, ensuring timely, personalised support that enhances accessibility, independence, and learning for SEND students.

8   Maintain accurate and confidential records of student contact and progress, ensuring compliance with Data Protection legislation and safeguarding protocols.

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disability confident EMPLOYER

9   Deliver group training sessions to support tutors and students across the college in effectively using assistive technology

10   Undertake invigilation duties as required, ensuring appropriate access arrangements are in place.

11   Ensure compliance with Health and Safety regulations and contribute to risk assessments related to technology use.

12   Uphold College policies including Equality and Diversity, Safeguarding, and Data Protection.

13   Carry out other duties as reasonably required by the Principal.

Hours

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexible in regards to their to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: **Assistive Technology Trainer**

DIVISION: **Additional Learning Support (ALS)**

Qualifications

Criteria	Essential/Desirable	To be identified by
1. Good general education including a qualification at Level 3	D	Application form
2. Maths and English at minimum Level 2	E	Application form
3. Level 2 Learning Support or Assistive Technology qualification, or willingness to begin within one year	D	Application form

Knowledge/Skills

Criteria	Essential/Desirable	To be identified by
1. Understanding of SEND and barriers to learning	E	Application form/Interview
2. Knowledge of assistive technology tools and software	E	Application form/Interview
3. Ability to train others in the use of digital tools and technology	E	Application form/Interview
4. Strong IT skills and familiarity with mainstream and specialist software	E	Application form/Interview
5. Understanding of accessibility features in Windows, Office, and mobile platforms	D	Application form/Interview

Experience

Criteria	Essential/Desirable	To be identified by
1. Experience supporting learners with SEND in an educational setting	E	Application form/Interview
2. Experience delivering training or workshops	D	Application form/Interview
3. Experience working collaboratively with teaching staff	E	Application form/Interview

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and support teams		
4. Experience developing learner resources and guides	D	Application form/Interview

Personal

Criteria	Essential/Desirable	To be identified by
1. Commitment to inclusive education and learner empowerment	E	Application form/Interview
2. Excellent communication and interpersonal skills	E	Application form/Interview
3. Ability to work independently and as part of a team	E	Application form/Interview
4. Commitment to ongoing professional development	E	Application form/Interview
5. Enthusiasm for the role of technology in transforming education	E	Application form/Interview

Standard College Requirements

Criteria	Essential/Desirable	To be identified by
1. Commitment to College's Equality, Diversity, and Health & Safety Policies	E	Interview
2. Commitment to safeguarding and promoting the welfare of learners	E	Application form/Interview/DBS/References
3. Regular and reliable service	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.