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| **Job title:** Learning Support Modifications Assistant  **Reporting to:** Learning Support Co-ordinator/Specialist Equipment and Modifications  **Base:** Cross College |
| **Hours**  13 hours per week, 52 weeks per year  **Contract Type** Support  **Holidays** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary** £21,098 per annum, pro rata |
| **Job Purpose**  The main purpose of the LSMA role is to provide modified resources and specialist equipment needed to support students across all Derby College sites enabling them to access equal opportunity to their academic programme |
| **Key Responsibilities**   * To work closely with the Learning Support Co-ordinator, as well as Specialist Equipment and Modifications, ensuring students’ materials are modified into the relevant format using a variety of techniques and software. * To support with the allocation and recall of specialist equipment. * To be involved with the maintenance of specialist equipment liaising with students, Learning Support Team and other Derby College staff/departments including IT, ILT and curriculum. * To be familiar with and use a range of systems including ProMonitor, Derby College CRM and Reporting Services. * To create, keep and store electronic records securely using appropriate DC systems * To work collaboratively in a team to identify students with support needs * To liaise closely with curriculum staff to ensure student’s needs are met. * To work flexibly and responsively in all elements of the Learning Support Team as required to meet business needs * Completion of detailed records of the support given * To work with the Learning Support Team to ensure that teaching teams are fully aware of their students’ support needs and to assist staff in reviewing modified resources and the use of technology. * To assist the Learning Support Team in the gathering of information for audit and data purpose * To provide a professional customer service to internal and external customers * To ensure that quality standards are set, monitored and reviewed in all areas of our work * To demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload * To take responsibility for one’s own professional development and continually update as necessary * To comply with all relevant policies and to assist in the development of Inclusive practices to make reasonable adjustments under the Equal Act * To comply with all Health and Safety policy, child protection and Risk Assessment policy and legislation in the performance of the duties of the post * To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal obligations. Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health * To comply with all aspects of the Data Protection Act * To adhere to the College’s Computer Network Acceptable Use Policy * To undertake dynamic risk assessments during your working practice and ensure formal RAs are carried out for any ongoing activity * To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job |
| **PERSON SPECIFICATION** |
| **Knowledge and Experience**   * Knowledge of adaptation of materials into other formats * Knowledge of specialist equipment and Assistive Technology * Use of Word, PowerPoint, Excel, Access and Outlook * Knowledge of the Equality Act 2010 (E&D – opportunities and discrimination legislation) * Knowledge of current approaches and research around specific learning difficulties/disabilities * Experience of working with students * Awareness of ALS funding * Knowledge of SEND reforms and the development of Education, Health and Care Plans. * Understanding of a variety of assessment methods to meet the diverse needs of our students |
| **Qualifications**  **Essential**   * Level 2 English * Level 2 Maths * Level 2 IT * Level 3 Qualification in related area (or willing to work towards) * Learning support qualification (or willing to work towards)   **Desirable**   * First Aid qualification |

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