

Job Description

Job Title: Specialist Support Practitioner - Access
Department: Central Support Service
Reports to: Support Co-ordinator
Level / Grade: Fixed Point 19
Direct Reports: None

Summary of main purpose of Role

Supporting students with additional learning needs, including young people, adults and/or those with Special Educational Needs or Disabilities.

Working with students in all learning environments, supporting them to access and understand the curriculum, achieve their goals and progress into positive destinations, whilst encouraging the development of independent skills, resilience and confidence.

Key Responsibilities:

1. Deliver high quality one-to-one or small group support to students with diverse learning needs, including those with disabilities and learning difficulties to help them achieve their academic goals and progress to next steps.
2. Collaborate with teachers and support colleagues to implement an inclusive curriculum, and facilitate learning within all environments, including practical and mobility support for students who require physical support to access learning environments.
3. Monitor and evaluate progress toward individual students' targets, adjusting support strategies as necessary to encourage independent learning skills.
4. Maintain open and effective professional communication with students, colleagues, parents/carers, and relevant stakeholders to provide updates on student progress and raise any cause for concerns.
5. Maintain high quality records, both in systems and paper based, to demonstrate the impact of support and share information
6. Proactively participate in team meetings and continuing professional development opportunities including Professional development days and positively represent the service/college at events/activities
7. Assist in the selection and adaptation of instructional materials, technologies, and resources to enhance student learning and engagement.
8. Support across all internal and external examinations and assessments as required, including invigilation duties.
9. Promote a culture of inclusivity and diversity within the college community, advocating for the needs of students with disabilities or learning differences and fostering an environment of respect and acceptance.
10. Work closely with curriculum, Health & Safety and support colleagues regarding access arrangements to enable learners to fully participate on programme

Additional responsibilities for this role:

1. Provide personal care to students including support with moving & handling, toileting, feeding and medication, maintaining the dignity of learners at all times.
2. Provide practical and mobility support for students who require assistance with manoeuvring around the campus, including sighted guiding support, wheelchair access support and all other elements of physical support to ensure the student has full access to their curriculum.
3. Support the transition of new learners into the College through liaison with Education Partnerships team and external partners, including carrying out transition visits.
4. Assess the needs of learners to develop risk assessments and access plans including emergency reaction, evacuation and personal care plans.
5. Support the delivery of training to learners and colleagues on access related matters, providing advice and guidance on accessibility.
6. Support the operation of the Access Hub, including monitoring and maintenance of all equipment to ensure that learners and colleagues can safely access required resources
7. Maintain an up-to-date knowledge of legislation and procedures relating to health & safety including personal care and risk assessment.

Standard responsibilities for all positions in NCG:

1. Participate in any colleague review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all NCG policies and procedures
6. NCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all colleagues to share this commitment.

Person Specification

	Essential	Desirable	Method of assessment
Qualifications / Training			
Good general level of education to L2 or equivalent including English and Maths	x		Application
Training/qualification in disability awareness		x	Application
Teaching or support qualification or significant experience		x	Application
Qualifications or training in manual handling, risk assessments and personal care	x		Application
Experience			
Supporting learners with SEND or additional learning needs		x	Application
Working in an education or care setting		x	Application
Supporting learners who exhibit challenging behaviour		x	Application/Interview
Delivering personal care in an education or similar setting		x	Application
Supporting students with medication and feeding		x	Interview
Carrying out risk assessments and developing access plans		x	Interview
Skills and Knowledge			
Understanding of the barriers faced by students with additional support needs	x		Interview
Understanding of FE funding, quality and inspection frameworks		x	Application
Good written and verbal communication skills	x		Application/Interview
Good IT skills with the ability to record effectively using both paper and electronic systems	x		Application/Interview
Understanding of teaching, learning and assessment strategies		x	Application

Understanding of the SEN Code of Practice and Preparing for Adulthood agenda		x	Application
Good understanding of current legislation and procedures relating to medication, personal care and accessibility	x		Interview
Good understanding of FE and curriculum progression routes		x	Application/Interview
General knowledge of a wide range of disabilities, special educational needs and medical conditions	x		Application/Interview
Attributes / Other Requirements			
Able to work flexibly including off site/evening working	x		Interview
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all colleagues to share this commitment	x		Interview
Able to obtain a satisfactory DBS clearance	x		DBS