JOB DESCRIPTION

Post Title:	Inclusion Assistant
Post Reference:	
Department:	Student Experience and Engagement
Responsible to:	Lead Adviser Inclusion

Overall Purpose of the Role : **(Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)**
In conjunction with the Lead Adviser Inclusion build and maintain strong relationships with key academic staff in order to facilitate effective support for students with additional support needs. Working alongside the Lecturer to implement inclusive strategies which promote positive behaviour and minimise barriers to learning within all learning and teaching. Adapt and modify learning materials and assist in the development and researching of new resources e.g. using technology to enhance materials in relation to individual support needs. Provide early intervention and direction to other teams as required. Work with lecturers in overcoming barriers to learning and Support students and lecturers in order to facilitate the learning – creative and innovative ideas.

Key Responsibilities **(Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved)**
1. In conjunction with the Lecturers/Lead Adviser Inclusion provide high quality support & advice throughout the students' journey, from pre entry through to progression. 2. In conjunction with the Student Adviser: Inclusion/Lead Adviser Inclusion build and maintain strong relationships with key academic staff in order to facilitate effective support for students with additional support needs in line with PLSP's. 3. Working alongside the Lecturer to support students with complex learning needs to identify barriers and challenges to learning. 4. Working alongside the Lecturer to implement inclusive strategies which promote positive behaviour and minimise barriers to learning within all learning and teaching environments.

5. Facilitate student's access to assistive technologies to enable accessible learning and teaching opportunities for students with additional needs.

6. Support students through prompting, prioritising workload, and in the use of basic screen reading features of assistive technologies such as Texthelp Reads and Write to enable accessible learning and teaching opportunities.

7. Support Lecturers to ensure there are appropriate, effective and seamless assessment arrangements for students with additional support needs.

8. Maintain accurate records of the location of students with additional needs and assist with evacuation procedures in consultation with Lead Advisers and Health & Safety team.

9. Provide support that will enable individual students that may have personal care needs or mobility difficulties to access the curriculum.

10. Provide appropriate support to students in order to safeguard health, safety and wellbeing at all times.

11. Support Student Advisers: Inclusion and Lead Adviser in providing information & data for clear accurate & timely reports to appropriate academic staff, including review and progress reports for Personal Learning & Support Plans.

12. In conjunction with Lead Adviser Inclusion and the Inclusion Team to deliver enabling technologies training to support Lecturing staff.

13. Staff should regularly consult with colleagues to enable shared best practice.

14. Carry out any other duties as appropriate: scribe/prompt/reader/note taker/study skills/study support/1-1/small groups/spreadsheets/writing plans etc.

15. Undertake appropriate CPD as and when required ensuring professional standards.

Key Contacts/ Relationships
(Detail the internal and external contacts and relationships

- External contacts include: Parents/carers, appropriate external support agencies, including JISC and CDN.

- Internal contacts include Curriculum Managers, lecturing staff, Student Advisers Inclusion, Health & Safety team and the other Student Engagement and Experience teams.

PERSON SPECIFICATION

POST: Inclusion Assistant

CRITERIA	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications	• SCQF level 7 in a relevant discipline	Application form	• PDA Classroom Assistant • PDA Inclusion or similar	Application form
Experience	• Previous experience in a similar role • Experience of providing support to students or a similar client group with additional support needs, preferably within an education or related environment • Knowledge of safeguarding/student issues • An understanding of barriers to learning and inclusion how these maybe overcome • Experience of internal partnership working • Proven record of effective equality and diversity practice within the sector	Application form / Interview	• Experience in working with complex and challenging behaviour. • Experience of colour overlay testing. • Experience and knowledge of assistive technology. • Experience of external partnership working. • MIDAS trained	Application form / Interview
Skills/ Attributes	• Positive attitude to Equality & Diversity • Commitment to promoting the welfare of all our learners • Organisation skills to ensure effective and efficient use of resources • Good written, listening and speaking skills • Good ICT skills • Effective interpersonal skills	Interview	• Knowledge of the learning needs of individuals who experience difficulties	Interview
Any Other Relevant	• The role will require frequent travel within the Fife region	Interview		

Criteria	• The role will require you to support students across all SCQF levels			

Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a change in the requirements of the college as detailed in the Managing Organisational Change Policy and Procedure.

It is expected that post holders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values.