

JOB DESCRIPTION

Inclusion and Access Coordinator



INTRODUCTION

Waltham Forest College is one of London's most successful Colleges and in February 2018 Ofsted judged the College to be 'Good' in all that we do. The College is proud to be described as an 'inclusive college' and having a diverse workforce that mirrors our local community.

From the moment you walk into our spectacular building you can see that this is a college built for success. The College firmly believes that our employees are the heart of the organisation and having the right people in the right place is the key to our success

OUR VISION

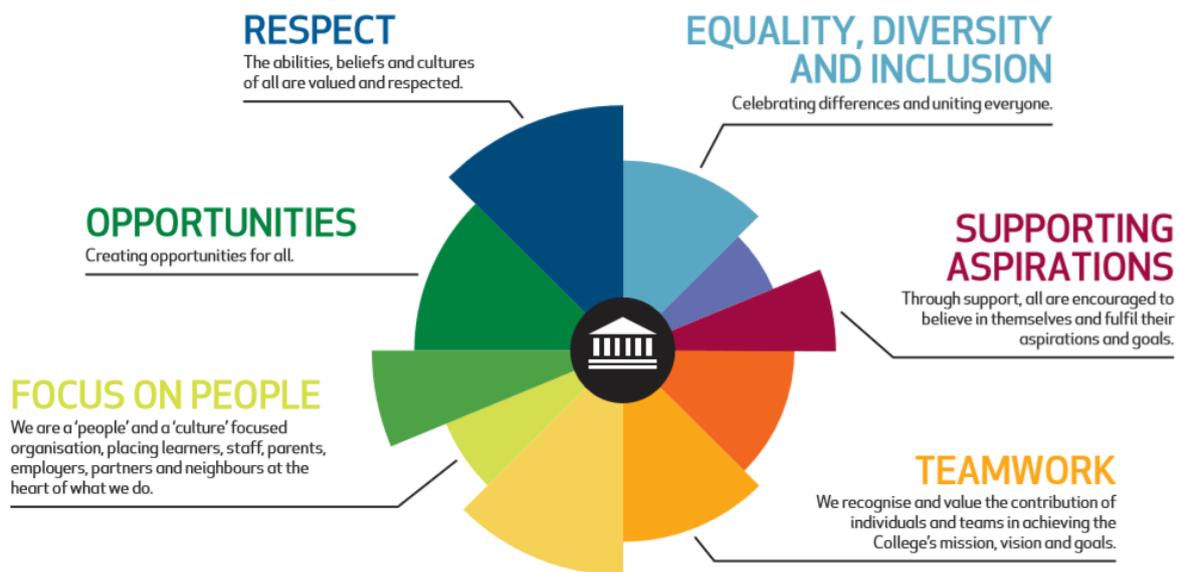
Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Our organisational values drive the way we interact with each other and influence our people in creating their future.



FURTHER DETAILS

For further details regarding this post or to speak to our Human Resources team please contact us on 020 8501 8501 or by emailing HumanResources@waltham.ac.uk

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Inclusion and Access Coordinator
Department	Foundation Learning
Pay Spine	Support Scale S01 (26-29)
Post Reports To	Head of Foundation Learning
Responsible for	Personal Care and Support Staff

POST OUTLINE:

To take a lead on overseeing the support for students with access, health, personal care and mobility needs. Ensuring learners social and physical needs are met, enabling them to engage in learning.

MAIN DUTIES AND RESPONSIBILITIES

- To support students in their learning, social and personal development.
- To support students when necessary between sites, between classes, and on work experience placements or educational visits.
- To assist teachers in the classroom as required and with the settling in of students with moderate to complex needs and facilitate learning for students with learning difficulties/disabilities.
- To engage with and promote processes and strategies that monitor and support complex needs such as alternative communication systems.
- To take part in student reviews, contribute to support planning processes and update student monitoring paperwork including Individual Learning Plans and support plans, as required.
- To lead on student safeguarding within the department
- To support teachers and oversee/manage the Risk assessments in line with student needs
- To support and assist students with a wide range of disabilities in the management of their personal care needs during the day, undertaking personal care as necessary.
- To support individual or groups of students for limited periods of time in the absence of a teacher.
- To oversee and support students during their lunch and break times encouraging independence, supporting choice and attending to specific needs as detailed on support plans.
- To develop and manage Student Social groups to develop student speech and Language needs as well as social skills
- To actively promote the College's Equal Opportunities policy on disability and inclusion.
- To take part in staff training relevant to the post and share good practice.
- To take part in staff meetings, case reviews, curriculum planning meetings and other meetings essential to supporting student progress.
- To undertake other duties as may be reasonably be required within the grade of the post.

Specific to this role

- To write, review and evaluate personal care plans for learners in all areas of the college.
- To be responsible for the communication of access support needs

- To liaise directly with families/carers to determine the health and personal care needs of learners.
- To actively engage with internal departments and external agencies on issues relating to access and mobility.
- To support the college on strategies that improve access and develop a more inclusive environment.
- To support students with tutorials focused on personal hygiene, diet and health.
- To design, develop and deliver effective staff training on personal care, manual handling and the use of evacuation chairs.
- To plan and monitor the delivery of personal care at the college.
- Manage Risk Assessments and Safeguarding within the department and support teachers and head of department with this task
- To manage the personal care resources across the college.
- Training staff to deliver travel training to learners should the local authority agree.
- Design and deliver effective training for students and staff across the college on promoting an inclusive environment.

WALTHAM FOREST COLLEGE COMMITMENTS

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Orientate their work towards the needs of students and other customers and the creation of the College as an inclusive learning environment and, in doing so, to seek to ensure that students and all others feel valued.
- Adopt a reflective and self-critical approach to responsibilities and to contribute to the preparation of the local. Self-Assessment Report and for progressing the associated action plans.
- Demonstrate a commitment to the provision (the letter and the spirit) of College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development having regard to the changing demands placed on the College and the impact on specific roles.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting the College's approach to equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Support the College's arrangements relating to emergency evacuations and take a proactive role in enabling the buildings to be emptied quickly and safely prior to marshalling students and others at the designated meeting points
- Wear protective clothing to undertake appropriate and specific roles within the College and to comply with safe methods of working.
- Challenge unacceptable behaviour (such as, for example, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Adhere to the College's approach to no smoking at all times during working hours • Make an active and positive contribution to team meetings, one to one session with line managers and the appraisal process.

- In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order)

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	5 GCSE's including English & Maths at grades A-C or equivalent Level 2 qualification	D
	Child Protection/Safeguarding Vulnerable Adults	D
	Qualification in support work	D
	Level 2 qualification	D
	First Aid Training	D
	Epilepsy Training	D
	Manual Handling Training	D
	Personal Care Training	D
	Risk assessment trained (IOSH	D
	Health & Safety Training	D
Previous experience/job knowledge	Working in a support role with students with a range of disabilities	E
	Managing a team	E
	Working with people with complex needs	E
	Working on a 1:1 as well as a group basis	E
	Delivering training	E
	Providing personal care support	E
	Report writing	E
	Developing provision for Personal Care and understanding of Risk Assessments	E
Skills (Competencies and Aptitudes)	Ability to apply support strategies where barriers to learning present themselves	E

	Ability to communicate effectively including circumstances where communication is non-verbal.	E
	Able to work alone and as a member of a team	E
	Ability to lead a team of support staff	E
	Understanding of the support needs of students within education and the challenges for students	E
	Making transition from school and between courses	E
	Able to work flexibly	E
	Understanding of self-advocacy and ability to represent student views appropriately	E
	Able to initiate emergency procedures if necessary	E
	Able to discuss sensitive issues with learners, parents and carers.	E
	Good written communication skills	E
	Able to communicate effectively with internal and external stakeholders.	E
Other factors/ additional requirements	Understanding and commitment to the promotion of Equal Opportunities and inclusive education	E
	To take part in staff meetings	E
	To undertake other duties as may be reasonably required within the grade of the post	E
	An understanding of safeguarding and a commitment to creating a safe learning environment.	E
	Confident, self-motivated with a committed approach to work.	E