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**Job Description – Specialist SEND Trainer**

**JOB TITLE**

Specialist SEND Trainer

**ACCOUNTABLE TO:**

Curriculum Team Leader

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

 ‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

* Deliver Employability training to learners on Supported Internship programmes
* Carry out half termly reviews of progress for Supported Interns
* Regularly comminate with host businesses about the needs and progress of interns
* Regularly communicate with parents about the progress of interns
* Support and coordinate job coaching for interns
* To take on the responsibility of a key worker for identified participants with additional learning requirements to ensure support and assistance align with project objectives
* Managing functional assistance to meet individual learning objectives either on a one-to-one basis or in small groups.
* To interview, assess and develop specific learning plans for participants with specific physical and/or learning difficulties.
* To source, locate and develop resources to meet the specific requirements of participants with specific physical and learning difficulties.
* To engage with potential employers and consult on the work environment for participants with specific learning and/or physical disabilities.
* To arrange employment experience for participants and maintain close links with employers to mitigate any unforeseen risks for participants with specific learning and/or physical disabilities.
* To support the learning and development of participants engaging with the activity programme or during work placement activities to enable them to achieve specific outcomes.
* To meet on a regular basis with Key worker group to monitor progress and review both short- and long-term goals.
* To engage with community leaders and design volunteering opportunities to nurture community integration.
* To organise and deliver workshops to cover a range of skills development including employability, independent living skills and building confidence and self-esteem.
* To organise trips and visits to enhance the experience, confidence and group dynamics of those participating with the project.
* To maintain individual work placement records and liaise with work placement employer/supervisors and Realising Our Potential Project Manager to ensure objectivity and maintain quality of project.
* To ensure that all relevant internal and external policies, procedures, rules and regulations are followed competently to meet College and contractual obligations.
* Reporting on project metrics

The Project Manager will discuss with specialised Instructor/trainer allocation of individual participants requiring specialised support.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To contribute to Interviewing potential participants to establish suitability, preferences and training needs
* To effectively and efficiently carry out the induction process for participants engaging with the ROP project.
* To assess the individual needs of participants and agree individual learning plans based on interests, needs and abilities.
* To plan both short term targets and long term goals for individual participants and key worker groups and to be aware of the appropriate level of learning support needed to enable them to attain goals.
* To develop a range of resources
* To plan, develop and deliver a range of workshops to meet both individual and group outcomes.
* To plan one to one sessions to meet the needs of individual participants with a particular physical and/or learning need.
* To assist in the monitoring and evaluation of the support provided both whilst participants engage with the activity programme and whilst on work placement.
* To work with relevant agencies on completion of Education and Health Care Plans and report on completion of targets to inform progress and progression opportunities.
* To complete and review on a regular basis individual participant profiles from entry to the programme to exiting the programme to ensure individual targets are met and suitable progression opportunities secured.
* To act as a role model using appropriate language and acting in a dignified manner paying particular attention to both safeguarding and equal opportunities.
* To ensure all work placement activity meets Lakes College Health & Safely and safeguarding requirements
* To source and locate suitable work placements to meet the needs of individuals engaged with the programme.
* To support effective and efficient work placements with project partners which are designed around the needs and interests of the individual beneficiary.
* To provide accurate and timely information regarding progress/changes towards project outcomes to the Project Coordinator.
* To reinforce instructions/explanations and keep participants focused on their work placements.
* To plan and deliver workshops to develop both employability skills and Independent living skills
* To organise visits and trips to help beneficiaries develop confidence and independence and to work as part of a team.
* To engage with community projects to enable beneficiaries to develop both work skills and volunteering skills and to encourage community integration
* To carry out daily operational activities to ensure all CBC/CCF project outcomes are achieved within the agreed timescales.
* To attend and contribute to all relevant stakeholder and operational meetings in accordance with CBC/CCF requirements
* To ensure timely monitoring and recording of progress against project outcomes for auditable purposes.
* To compile and submit written reports in the appropriate format in line with project timescales as requested by the Project Manager for auditable purposes.
* To facilitate and support Disability Awareness Training for employer representatives, in line with project requirements.
* To liaise with cross college departments and external agencies to promote progress and good news stories
* To contribute to the rolling Participant Research Project carried out by the Project Manager.
* To provide accurate and timely information regarding progress/changes towards project outcomes to the Project Manager
* To reinforce instructions/explanations to help keep participants motivated and focused on their goals.
* To assist with case conferences, liaison with parents, outside professionals and/or advocates of the participant so that information is shared with those who support them.
* To act as a link between staff, providing general information and feedback, working within the constraints of confidentiality ensuring that all relevant policies and procedures are communicated in a timely manner

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification –** Specialist SEND Trainer

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| A Level 2 qualification in a relevant subject | **✓**  |  | AF / CERT  |
| Hold a minimum of Level 2 English & mathematics qualifications. | **✓**  |  | AF / CERT |
| Hold or be willing to work towards a PTLLS qualification | **✓**  |  | AF / CERT |
| Experience |  |  |  |
| Experience of working with learners with SEND | **✓**  |  | AF / IV / AT |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all  | **✓**  |   | AF / AT / IV  |
| Welcome suggestions for improving standards and offer suggest improvements  | **✓**  |   | AF / AT / IV  |
| Act as a team player  | **✓**  |   | AF / AT / IV  |
| Accept responsibility for personal activities within agreed parameters   | **✓**  |   | AF / AT / IV  |
| Display a high standard of personal integrity   | **✓**  |   | AF / AT / IV  |
| Demonstrate a good understanding of and positive commitment to organisational objectives  |  **✓**  |   | AF / AT / IV  |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner   | **✓**  |   | AT/ IV  |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems  | **✓**  |   |  AT / IV  |
| Organised and attentive to detail  | **✓**  |   | AT / IV  |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand  | **✓**  |   | AT / IV  |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students  | **✓**  |   | AT / IV  |
| Develops relationships with internal customers and gains their respect  | **✓**  |   | IV  |
| Treats internal customers fairly and in a non-discriminatory manner  | **✓**  |   | IV  |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output  | **✓**  |   | AT / IV  |
| Ability to prioritise own work, multi-task and shift priorities  | **✓**  |   | AT / IV  |
| Proactive in taking action to achieve goals  | **✓**  |   | AT / IV  |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview