



WESTMINSTER ADULT EDUCATION SERVICE



City of Westminster

Inclusive Learning Tutor

What we value at Westminster Adult Education Service

Westminster City Council believes in creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.

We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

Our culture

At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.

The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:

- **Personal development:** Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.
- **Value our people and diversity:** Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city.
- **The Westminster Way of working:** Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mind-set and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work.

In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.

We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.

Portfolio/responsibilities of this role

To teach to a high standard, allowing learners to progress and achieve as appropriate. To work in a flexible manner, including different modes of support such 1:1, small group support to learners with additional learning support needs, including dyslexia, dyscalculia, dyspraxia, autism and mental health needs and main classroom delivery, including weekend and evenings.

Reviewing learners ALS needs termly to ensure they are fit for purpose and are creating independence. Ensure all learners have an appropriate ILP targets that are SMART.

Assist with the admissions process and to promote Inclusive Learning on Open days as and when needed.

Carry out initial assessment, devise support plans and teaching and learning strategies for learners with additional learning support needs.

Plan and produce relevant materials to support learners in ALS sessions to help them to achieve their targets, including the use of assistive technology.

Provide timely and accurate information for Inclusive Learning for the service's self-assessment and development plans.

Make effective use of service management information to monitor enrolment, retention, attendance, punctuality, and progression for learners in receipt of additional learning support.

Support course leaders in the development of appropriate teaching materials.

Work with the Inclusive Learning Coordinator in assisting the development and use of assistive technology to learners to aid independence and value added for learners with additional learning needs.

Keep abreast of new and emerging learning technologies to support ALS and to participate in continuous professional development.

Liaise with the exams team to request to examination boards for special access arrangements in line with JCQ and awarding organisations timeframes.

Liaise with course leaders regarding the support needs, progress and participation of individual learners.

Work with the LDD coordinator in the completion of annual reviews for learners with EHC plans, including chairing annual reviews where applicable.

Work with the Inclusive Learning Coordinator in keeping up to date records of additional learning support onto EBS and to assist in compiling progression, outcomes and other statistics.

	<p>Take part in the sharing of good practice with other tutors in the service on CPD days which may include leading on CPD sessions where appropriate and to take part in the service's Peer Observation Scheme.</p> <p>Where appropriate to participate in the recruitment, selection and appointment of staff.</p> <p>Undertake appropriate training identified at the end of year review through the line management process and keep up to date with curriculum developments in the relevant subject area, undertaking short industrial placements as required.</p> <p>To comply with any Health & Safety regulations and, in particular, be familiar with the procedure to be adopted in case of fire and to ensure the safety and security of both the classroom and any equipment borrowed or used within the classroom.</p> <p>Observe and actively promote equality, diversity and inclusion in the learning environment, in the syllabus and learning materials and in all relationships with the service.</p> <p>Comply with any reasonable request in relation to the teaching programme made by the Service.</p>
	<p>Budget Responsibilities £0</p> <p>Staffing £0</p> <p>Procurement £0</p> <p>Other £0</p>
Band/Salary range	Course Leader Pay Scale
Work style	Agile be able to work in a flexible way including evenings and Saturday's
Your manager & team	<p>Name of Line Manager: Inclusive Learning Co-ordinator</p> <hr/> <p>Number of employees reporting into this role: 0</p> <hr/> <p>Qualifications:</p> <ul style="list-style-type: none"> • A recognized teaching qualification • A recognised professional qualification in SpLDs or other SEN needs (or willingness to work towards it) • A L7 Postgraduate Award of Proficiency in Assessment for Access Arrangements (or willingness to work towards it) <hr/>
Corporate standards	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way.

We would welcome your ideas on the development of outcome-based commissioning models and/or income generation opportunities to help the service receive value for money.

Values and behaviours

- Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision.
- **Compliance**
We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.
- **Equality and diversity**
We value equality and diversity as a city council and we want you to support and promote this in your day-to-day work.

Person Specification – Inclusive Learning Tutor

0.5fte Inclusive Learning Tutor		We will assess your match to the criteria from:			
Key: E – Essential D - Desirable		<u>App Form</u>	<u>Test(s)</u>	<u>Interview</u>	<u>References</u>
<u>Qualifications/Education/Training</u>					
A recognised teaching qualification	E	✓		✓	
A recognised professional qualification in SpLDs or other SEN needs (or be willing to work towards one)	D	✓		✓	
A L7 Postgraduate Award of Proficiency in Assessment for Access Arrangements (or be willing to work towards one)	D	✓		✓	
<u>Experience</u>					
Experience of providing assessment and support for learners with SpLDs and learning difficulties in a post-school setting, together with experience of planning individual teaching programmes for students	E	✓	✓	✓	
Experience of teaching environment or experience of supporting post 16/ 19 + learners and an awareness and understanding of current issues in Further Education particularly relating to SEND legislation	D	✓		✓	
Good organisational skills, with an ability to manage and deal efficiently with administration relating to SEND assessment and support	E	✓	✓	✓	
<u>Knowledge/Understanding of Key Policies</u>					
Understanding of Safeguarding Legislation and its application within the educational sector and in relation to this post	D	✓		✓	
Commitment to equality and diversity and a good understanding of its practical implementation in the role	E	✓		✓	