Specialist Support Mentor

**Job Description**

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| Post title | **Specialist Support Mentor ASC** |
| Reports to | **Specialist Support Lead** |
| Department | **Inclusive Learning** |
| Grade | **£24816** |
| Contract | **37hrs Term Time Only (38 weeks)** |
| Location | **All Campuses (Northumberland)** |

### ROLE PURPOSE

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| 1. To be a dedicated staff member for Autism Spectrum Condition (ASC), to provide specialist support and training to the Learning support team, Curriculum staff team and the wider College. 2. To provide specific support to students on a one-to-one/group basis, in or out of class and be responsible for building a caseload of identified students. 3. To carry out detailed assessments, monitoring and review of support strategies and provide documented evidence. 4. To carry out instructions and liaise on a day-to-day basis with Specialist Support Lecturer, Learning Support Team, keeping curriculum staff informed and any external agencies involved. 5. To participate in the continuous professional development (CPD) and training that will develop skills in areas of expertise, enhance work of the department and to facilitate sessions around specialised areas. |

### KEY ACCOUNTABILITIES

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| 1.1 To provide support and direction for Learning Support and Curriculum staff in relation to students with ASC support needs.  1.2 To keep up to date with government legislation and to disseminate changes to relevant College staff  1.3 To carry out staff development workshops around specific identified needs and the impact on college provision.    1.4 To relay student concerns and issues to support staff and curriculum staff.  1.5 To provide advice, guidance and strategies around reasonable adjustments within the learning environment.  2.1 To provide direct support and advice to students with specific identified needs to enable full integration on their chosen course.  2.2 To be responsible for a caseload of students with ASC and act as an identified point of contact for students and staff.  2.3 To develop strategies and share good practices for students with Specific Support needs to enable full participation in their chosen course liaising with curriculum staff around individual students or groups to overcome their barriers to learning.  2.4 To refer students to appropriate College services to meet their individual needs, problems or concerns.  2.5 To liaise with the Specialist Support Lead and Learning Support co-ordinator on a regular basis.  3.1 To gather further information, monitor and review caseload of learners with specific identified needs  3.2 To provide detailed and accurate records of observations, assessments and evaluations, on Pro Monitor and inform relevant staff.  4.1 To liaise with all staff and external agencies sharing any concerns around identified students.  5.1 To attend personal development and training as appropriate.  5.2 To provide guidance around specialist support areas and to facilitate training to relevant staff. |

### GENERAL

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| * Travel to other locations to attend meetings and meet with the teams when required. * To work at any of the College sites on a temporary or indefinite basis. * To undertake such duties as are reasonably allocated, appropriate to the grade of the post. * To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. * To uphold British Values, the college values and responsibilities with regard to equality and diversity. * To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation * Undertake such other duties as may be reasonably required. |

| **Person Specification**  **Post Title: Specialist Support Mentor Post Ref:** | | | | **ASSESSMENT METHOD** | | | |
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|  | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** | | |  |  | | | |
| L2/3 (willing to work to level 3) Autism | ★ |  |  | ★ | ★ |  |  |
| L2/3 Learning Support or willing to work towards or equivalent | ★ |  |  | ★ | ★ |  |  |
| Award in Education Training L3 or equivalent |  | ★ |  | ★ | ★ |  |  |
| Grade C or above for Maths and English | ★ |  |  | ★ | ★ |  |  |
| **Experience** |  |  |  |  |  |  |  |
| Evidence of learning support strategies to support learners with Autism | ★ |  |  |  |  |  |  |
| Experience and knowledge in the development of the assessment process with the proven ability to produce high quality Action Plans for support. | ★ |  |  |  | ★ | ★ | ★ |
| Awareness of behaviour modification techniques and strategies to support learning | ★ |  |  |  | ★ | ★ | ★ |
| Full working knowledge of the SEN code of practice and other relevant legislation | ★ |  |  |  | ★ | ★ | ★ |
| To have the ability to collaborate effectively with other agencies both internally and externally | ★ |  |  |  |  |  |  |
| **Skills/ Knowledge/ Aptitude** |  |  |  |  |  |  |  |
| Good awareness of the SEN Code of Practice | ★ |  |  |  | ★ | ★ | ★ |
| Demonstrate successful achievement of supporting learners with complex needs particularly around Autism | ★ |  |  |  | ★ | ★ | ★ |
| Ability to provide training packages in specialist areas and facilitate to Learning Support Team and Curriculum staff | ★ |  |  |  | ★ | ★ | ★ |
| Ability to maintain accurate records for audit purposes | ★ |  |  |  | ★ | ★ | ★ |
| Ability to work under pressure and to deadlines | ★ |  |  |  | ★ | ★ | ★ |
| Ability to advocate for students with Autism | ★ |  |  |  |  |  |  |
| Good level of ICT Skills. |  | ★ |  |  |  |  |  |
| **Personal Attributes** |  |  |  |  |  |  |  |
|  |  |  |  | ★Criminal records check via DBS | ★ | ★ | ★ |
| To have a commitment to excellence | ★ |  |  |  |  |  |  |
| To demonstrate a professional manner and ability to engage effectively with staff at all levels across the College, parents/carers and external agencies | ★ |  |  |  | ★ | ★ | ★ |
| To be flexible and demonstrate the ability to contribute to cultural change | ★ |  |  |  | ★ | ★ | ★ |
| To ensure a high degree of professionalism at all times | ★ |  |  |  | ★ | ★ | ★ |
| To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults | ★ |  |  |  | ★ | ★ | ★ |
| To uphold British Values, college values and responsibilities with regard to equality & diversity and PREVENT. | ★ |  |  |  | ★ |  | ★ |