



JOB DESCRIPTION

JOB TITLE: Lecturer A – Dyslexia Support

Sector/Section: Learning Support

Grade: Lecturer A

Directly responsible to: Head of Learner Support

Directly responsible for: Providing academic support to learners with dyslexia.

PURPOSE OF JOB:

To manage the learning process to ensure high quality provision leading to high success rates for students.

MAIN RESPONSIBILITIES AND DUTIES:

1. To engage in preliminary interviews with students who may require learning support.
2. To carry out assessments for exam access arrangements and complete the necessary documentation to meet JCQ regulations.
3. To follow the recommendations of assessments of students identified with dyslexic type difficulties.
4. To support the Learner Support management team by collating the evidence for additional funding.
5. To provide one to one and small group dyslexia tuition deploying a variety of teaching and learning strategies including ILT for student programmes.
6. To develop, deliver and monitor individual learning plans with all students supported.
7. Maintaining, monitoring and contributing to accurate, up-to-date records, reports and references on student progress, attendance, attainment, examination data and personal details in line with college policies and procedures.
8. To participate in the assessment, recording and reporting of students' work and progress and to communicate relevant information to interested parties where appropriate.
9. Being responsible for the delivery of an effective learning environment, working with the team to identify and notify resource requirements in line with curriculum and technical developments.
10. To keep abreast of developments in teaching and assessment methods and participate in CPD, Staff Development events, open evenings and meetings as required.
11. Support, advise and guide students, making appropriate referrals where necessary to ensure that full pastoral needs are met.
12. To work with vocational teaching staff to support them to develop dyslexia friendly teaching styles and resources.
13. To participate in course team meetings to monitor and evaluate support ensuring quality provision.
14. To liaise with outside agencies when required.
15. To support the college Equality and Diversity policy through their teaching
16. To participate in planning for support and contribute to development meetings.
17. To participate in and contribute to dyslexia staff development.
18. The post holder may be required in pursuance of their duties to perform services not only for the Corporation but also for any Subsidiary.
19. The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
20. The post holder will be expect to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
21. In carrying out his/her duties the person must:
 - Comply with Health & Safety Regulations
 - Be aware of the College Statement on Health & Safety
 - Take full responsibility for ensuring the Health & Safety of students under their supervision and control.
 - Be fully aware and comply with the College policy on equal opportunities

PHYSICAL CONDITIONS**Place of Work**

The principal place of work for the post will be the Corporation's premises at the Deane Road Centre. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services or at other locations, mainly in the Bolton area when required e.g. schools to promote the course.

Working Hours

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities with a minimum of 37 hours per week for full time positions. The postholder may from time to time be required to work Saturday or a Sunday, in which case time off in lieu will be given during the normal working week.

SOCIAL CONDITIONS**Probationary Period**

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving one month's written notice. The Corporation's Disciplinary Procedure will not apply during the probationary period.

In the interests of health and safety, smoking is not permitted at Bolton College.

Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

JOB DESCRIPTION PREPARED BY: Janet Bishop

DATE: May 2018