

JOB DESCRIPTION

TITLE	Assistive Technology Coordinator
-------	----------------------------------

GRADE:	NCC Manager
--------	-------------

RESPONSIBLE TO:	Deputy Group Curriculum Director – Supported Learning
-----------------	---

PURPOSE OF JOB:

- To lead on the delivery of a whole-college approach to develop and increase the availability and usage of assistive technology to further support learners with SEND across the College group;
- To work effectively as a member of the team, liaising with colleagues across the College, as well as external professionals, to ensure a range of new and highly effective assistive technologies are identified and rolled out across the College.
- To ensure that both staff and learners are trained in the usage of new and existing assistive technologies and that training resources are developed to support staff and learners further.
- To keep stakeholders informed at key stages of the project.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;

- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. Particular to the Post:

- 2.1 To research the range of assistive technologies available and to keep up to date with assistive technologies as they develop.
- 2.2 To make recommendations for the most suitable assistive technologies that will have the most impact on learner experience and outcomes.
- 2.3 To liaise with key colleagues to ensure that new assistive technologies are fully embedded within curriculum and learning support.
- 2.4 To develop accessible training materials and to deliver training to ensure that learners and staff are skilled and confident in the usage of new assistive technologies.
- 2.5 To monitor and report on progress against key milestones; ensuring that any challenges are identified and resolved.
- 2.6 To keep clear and accurate records of project progress and provide regular feedback and reporting to key stakeholders.

3. Person Specification:

- 3.1 Working knowledge of the needs of learners with SEND within an education setting.
- 3.2 Working knowledge of assistive technology and its usage within education settings.
- 3.3 Qualification relevant to the post.
- 3.4 Strong communication skills, and the ability to influence and gain stakeholder buy-in.
- 3.5 Experience of developing and delivering training.
- 3.6 Ability to collaborate effectively internally and externally.

- 3.7 Ability to problem-solve and to identify solutions to any identified challenges.
- 3.8 Commitment to an inclusive education.
- 3.9 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.