



Job Title: Special Educational Needs (SEN) Lead (0.5 FTE) Teaching Assessor (0.5 FTE)

(One combined post for the North region and one combined post for the South region)

Reporting to: Regional Manager

Role Overview:

To act as the SEN and Additional Learning Leads (ALN) regional professional lead for Ixion to provide expert support, information, advice and guidance to all staff, learners and other stakeholders in relation to supporting all identified learners and assist in closing any achievement gaps across all groups of learners within Ixion.

Provide a varied programme of delivery in line with the required qualification specifications and offer an integrated programme of teaching, training, support mentoring and development of learners.

High quality teaching and learning must be adhered to in line with awarding body standards and Ixion learner journeys to ensure the timely achievement of learner goals and qualifications as per company and regulating bodies standards, including Ofsted.

This is a peripatetic role which will require delivery and support of all provision which will be geographically assigned to the role by sector competence.

Principle Accountabilities:

SEN Lead

- Carry out regular duties meeting and exceeding teaching, learning and assessment standards.
- Continue operating with a 0.5 FTE caseload to provide excellent outcomes for learners for all qualifications, functional skills and additional support.
- Support Teaching Assessors, Trainers, Functional Skills tutors with identified ALN learners and Specific Learning Difficulties.
- 'CognAssist Champion', supporting all delivery staff, working with the Learning Support Systems Trainer and Coordinator (LSSTC)
- Support learners through CognAssist strategies, generate funding from completed monthly tasks, generate reports from CognAssist to ensure all compliant evidence is available to meet ESFA funding compliance for learning support of ALN.
- Aid in the evidence process of ALN and OneFile learner records to ensure that all learners have robust records meeting compliance requirements.
- Work with Local Authorities and provide evidence where generated to support possible identification and ongoing assessments procedures.
- Work with compliance and process and systems staff on procedures regarding evidence for ALN, support in the gathering of ALN evidence.

- Support Teaching Assessors/learners with strategies and interventions to deliver learning outcomes to ALN learners.
- Support Teaching Assessors with classroom activities, one-one basis to include Functional Skills, CognAssist.
- Uphold SEN code of Practice.
- Develop educational presentations to Teaching Assessors/staff regarding Specific Learning Difficulties.
- Attend training events and CPD to maintain excellence in SEN support practice.
- Gain further qualifications and CPD to exceed as a SEN Lead and Champion.

Teaching Assessor

- Engagement with employers and learners to deliver a high quality service – meeting KPIs set for starts, new sign ups, leavers and learner progression through to completion of qualifications.
- Deliver qualifications across a range of learning programmes and apprenticeships where occupationally competent in accordance with the quality assurance process
- Effectively maintain a caseload of learners (at agreed and specified level)
- Highlight and where appropriate deal with learner issues and provide focussed learner support, identifying and providing additional learning support where required.
- Develop and use a range of techniques and resources tailored to learner's individual needs – supporting them throughout their learner journey towards successful achievement and completion of qualifications.
- Maintain learner information, ensuring high quality and integrity of compliant data which is accurately recorded and submitted efficiently to meet contractual requirements
- Work with the direct line manager to maintain and improve IXION's quality of delivery across all programmes – including success rates, observations of learning, performance management and taking part in Principal Verifier visits which relate to awards.
- Take an active part in Team and Standardisation meetings
- Take an active role in preparation toward Ofsted inspections as well as taking part in Inspections as requested – This includes but is not limited to striving to achieve and maintain standards – including maintaining own CPD and maintaining occupational competence in areas of expertise.
- To also be accountable for sourcing each month an agreed number of Learner Starts (either for themselves or colleagues) and as agreed and monitored by their Team Leader IQA and Operations Director and as part of the KPI performance measures of this role.
- Identify new opportunities, referring learners as required to further progression, maximising direct delivery opportunities and maintaining caseloads.
- Ensure all quality and compliance processes are fully adhered to in order to mitigate risks to funding and success rates and to ensure Ixion maintains its grade 1 Ofsted standard.

GENERAL RESPONSIBILITIES:

- Ensure that you work to the IXION Group's vision, values, objectives and priorities and are strongly committed to them
- Understand and adhere to all responsibilities to ensure that the quality requirements of IXION's Quality Assurance Framework, the prime contractor, funding body, OFSTED, DWP Quality Framework, or any other contract stakeholder, are maintained
- Promote the principles of Equality and Diversity and ensure that the policy is fully applied at all times
- Understand and be committed to all personal responsibilities under Health & Safety and Safeguarding and Prevent procedures, and ensure that the policies are adhered to at all times
- Ensure that the Code of Conduct, Data Protection, Harassment & Bullying Confidentiality, Anti-Fraud, Data Security and all other policies of the Company are fully applied at all times
- Strictly adhere to all IXION and Shaw Trust processes and procedures
- Ensure individual expertise and subject area knowledge is up to date through Continuous Personal Development, including sharing good practice, engaging with training and acquiring / maintaining any individual qualifications required for the role.
- Work flexibly in the field and across offices, as and when directed by line manager.
- As necessary, and in addition to the above, undertake other activities commensurate with the nature of the post.

Core Competencies

All IXION employees are required to demonstrate a number of core competencies

- Self management – manage workload effectively
- Relationship management – develop and maintain productive relationships with your Team, Management, Clients, Partners, Sub contractors and all key stakeholders.
- Customer and Employer focused – committed to understanding client aspirations, supporting their needs.

Attitudes & Behaviours

- Represent IXION in a professional manner on all occasions.
- Strive to improve practice to be creative and innovative and work towards continuous improvement
- To adopt a co-operative approach to delivery by maintaining and promoting effective communication s, sharing good practice across the organisation and with externally.

Experience and Qualifications required

Essential

- NVQ Level 3 or equivalent in sector(s) of expertise and training delivery
- L2 or equivalent in Functional Skills Maths , English & ICT
- Sector knowledge and experience
- Geographically able to work with learners in a required area
- D32/33/A1 or equivalent training/assessment related qualification
- Knowledge on Ofsted's Education Inspection Framework (EIF)
- Knowledge and understanding of appropriate quality and compliance frameworks e.g. Common Inspection Framework and Matrix
- Deep knowledge and understanding of training and assessment delivery, including the recent apprenticeship reforms (2017)
- Proven ability in project planning and meeting time, cost and quality targets
- Strong awareness and proactive approach to Health & Safety issues
- Able to monitor and maintain records to a high standard, including e-portfolio (OneFile) learner records
- Competent in use of IT including Microsoft Word, Excel and PowerPoint to intermediate user level
- Competent in the delivery Maths and English up to level 2 as a minimum
- Full driving licence and full access to the use of a car (not necessarily required for London region)
- Knowledge of Government Funding streams including ESFA, JCP, ESF, and commercial funding etc.
- Working knowledge of H&S legislation
- Skilled in customer and employer liaison
- Able to ensure contractual compliance and provide financial and performance information to agreed specifications
- At least PTLLS level, other higher-level teaching qualifications are desirable
- Demonstrate up to date occupational competence

IXION is committed to safeguarding and promoting the welfare of all learners/customers, and expects staff to share this commitment.

All Roles will require a basic DBS Disclosure check due to the nature of the work to be undertaken.