



JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	ACE Specialist Skills Lecturer
Reports to:	Associate Dean, Learner Skills Development
Location:	London / Birmingham / Manchester
Department:	ACE Team

2. ABOUT THE ROLE	
What you'll be doing?	<p>You will be working within the Academic Community of Excellence (ACE) team to provide specialist study skills support to learners with a range of neurodiverse profiles. These may include dyslexia, dyscalculia, dyspraxia, attention deficit disorder as well as other possible disabilities such as mental health issues, are on the autistic spectrum.</p> <p>You will be delivering effective teaching, learning and support to learners enabling them to achieve their aspirations and goals. This will involve evidencing progression against targets set in negotiation with the learner to meet, and continue to meet, their individual needs.</p>
Key Responsibilities	<p>Support and teach study skills strategies to learners with SpLDs on a wide range of programmes and subject areas</p> <p>Deliver effective and engaging teaching, learning and support to meet the needs of the learner with SpLDs and to develop their skills enabling them to take responsibility for their own learning</p> <p>Plan and deliver tutorials and drop-in sessions, using appropriate multi-sensory strategies to facilitate independent learning and tailored support (both virtual and face to face)</p> <p>Deliver learning and evidence progression to meet the targets set for the learner to enable learners to meet or exceed their goals</p> <p>Create individual support plans tailored to learner's individual needs considering results of initial & diagnostic assessments</p> <p>Regularly review individual support plans with students to ensure needs are still being met and adapt accordingly</p> <p>Complete detailed documentation to evidence the need for Learning Support Funding</p> <p>Plan, prepare and deliver study skills strategy workshops to students with SpLDs (face-to-face and virtual)</p> <p>Develop learning support and specialist skills materials and resources (face-to-face and online) and maintain them on the Virtual Learning Environments (VLEs)</p> <p>Work collaboratively with and provide regular accurate updates to the appropriate delivery colleagues and Welfare and Compliance team on a monthly basis to ensure that students are being fully supported</p>

	<p>Monitor learner’s welfare, health and safety in the workplace upskilling learner’s knowledge regarding Safeguarding, British Values, Prevent and Equality & Diversity</p> <p>Maintain accurate records of tutorials and individual support plans as well as ensuring the monitoring of learner progress</p> <p>Liaise with all staff and attend meetings as required to enhance and maintain the quality of the student experience to ensure appropriate support for students with SpLDs</p> <p>Being part of the ACE team, there may be a requirement to support other learners with their general study skills and academic development</p> <p>Build and grow positive relationships with ACE team colleagues, staff in other teams and various stakeholders where needed.</p> <p>Maintain personal and professional development in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities.</p> <p>Meet partnership and internal quality assurance processes in relation to programmes</p> <p>Contribute to the wider business through sharing of best practice with the wider academic community and supporting or driving business development opportunities</p> <p>Carry out other tasks and administration duties as required</p>
<p>KPIs & SLAs</p>	<p>Working with a caseload of learners with SpLDs, to ensure Learning Support Funding rules are met and learners progress timely</p> <p>Team Performance -</p> <p>Effective team working skills</p> <p>Meeting internal QA and QAA standards</p> <p>Delivering the right support to enable learners to achieve and to progress</p> <p>Working with the wider team to ensure the appropriate support and to enhance the student journey</p> <p>Delivery of the department’s KPIs</p> <p>Personal Effectiveness -</p> <p>Expertise in subject area</p> <p>Ability to use a range of learning and teaching approaches</p> <p>Ability to use a variety of assessment techniques</p> <p>Communication</p> <p>Deliver to deadlines and excellent time-keeping</p> <p>Appropriate level of knowledge and skills to enable personal contribution to enterprise/professional practice activities</p> <p>Compliance of internal policies and procedures</p> <p>Compliance of external policies and procedures</p> <p>Willingness to engage in the development of the student</p>

	experience
Key Working Relationships	<p>Internal</p> <p>Collaborate with all QAHE staff including Welfare, Compliance, Skills Coaches and the wider Delivery Team</p> <p>Build rapport and respect within your team</p> <p>Build and maintain good working relationships with all internal colleagues</p> <p>External</p> <p>Build strong relations with students</p> <p>Build strong external communication lines with partners and other external stakeholders</p> <p>Manage and expand key relationships with external representatives.</p>

3. ABOUT YOU

Skills & Abilities	<p>Digitally and IT competent including knowledge of Excel, Word, PowerPoint, video conferencing software and student records management systems</p> <p>Ability to plan, organise and prioritise workload</p> <p>Ability to take responsibility and work towards given deadlines and targets</p> <p>Experience in development of delivery/curriculum materials</p> <p>Structured and clear communication skills</p> <p>A range of learning and teaching approaches</p> <p>A variety of teaching and assessment techniques</p> <p>Confident and self-motivated</p> <p>Well organised and methodical with excellent time management and interpersonal skills</p>
Your Experience	<p>Experience and proven track record of delivery of specialist study skills support to students with SpLDs</p> <p>Experience of planning and delivering specialist study skills support to students with SpLDs in higher education</p> <p>Experience of incorporating and teaching multisensory skills and assistive software skills to students with SpLDs in higher education</p> <p>Experience of delivering support, tutorials and workshops virtually</p> <p>Proven track record of consistently exceeding targets</p> <p>Experience of using Diagnostic Tools e.g. Do-It-Profiler</p> <p>Working knowledge of Apprenticeship provision (desirable)</p>

<p>Your Knowledge</p>	<p>Knowledge of the range of specialist study skills support for students with SpLDs in Higher Education</p> <p>Knowledge of assistive technology and multisensory strategies available to students</p> <p>Knowledge of legislation governing disability and SpLD assessments</p> <p>Understanding of the SEND Code of Practice 2015</p> <p>Knowledge and/or Experience in delivering of ancillary topics; Safeguarding, PREVENT, British Values.</p>
<p>Your Qualifications</p>	<p>A relevant degree or equivalent</p> <p>Relevant teaching qualification</p> <p>OCR qualification or equivalent in SpLD support at Level 7</p> <p>Hold and maintain a membership of a DSA-QAG's recognised professional body such as PATOSS, BDA, ADSHE or Dyslexia Guild</p>
<p>What you'll bring to QA</p>	<p>Must be able to work with the minimum of supervision</p> <p>An ability to influence change</p> <p>Flexible approach to working hours</p> <p>Must be able to make timely decisions, communicate and action effectively: all decisions taken are in the best interest of the student experience and comply with University regulations and are UKVI compliant.</p> <p>All decisions and judgements in relation to staff comply with QA company policy.</p> <p>Willingness to undertake a DBS check prior to formal start date being confirmed.</p>

4. ABOUT QA	
About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p>Why we do learning</p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
We promise to be	<p>Bold</p> <ul style="list-style-type: none"> ○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards. ○ We contribute (insightfully) to the debate inside and outside QA. ○ We move. Quickly. We respond to your needs - fast. <p>Collaborative</p> <ul style="list-style-type: none"> ○ We spend time getting to know you - our learners and our customers - to earn your trust. ○ We connect a solution to your problem - we have tonnes of different services to help you. ○ We're the positive person who actively gets stuck in to solving problems. <p>Progressive</p> <ul style="list-style-type: none"> ○ We embrace change - and support it. ○ We challenge ourselves to use the latest technologies and methods - no matter how out there. ○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.

<p>What's on offer?</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 Training Days every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid Charity Days each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years)- with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> ○ Season ticket loan ○ Corporate gym membership ○ Cycle to work scheme
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