



Job Description

Job Title:	Class Support Curriculum		
Department:	Curriculum	Location:	Stornoway
Grade:	NSUP9-12, £27,944 - £29,569		
Report To:	Curriculum Manager		

Job Purpose:

To work within the curriculum team, developing UHI North, West and Hebrides (NWH) inclusive approach, through providing an effective and appropriate service for all our learners.

Context

- The post sits within the curriculum team.

Key Accountabilities

The post holder will be accountable for:

- Provide ongoing support to learners with disabilities and or additional support needs in a classroom environment.
- Keeping accurate records and liaising with the Learning support team in regard to the student's progress.

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

STUDENT SUPPORT

To provide ongoing support to learners with disabilities and or additional support needs on a 1-1 basis.

- To act as reader/scribe/support for assignments, assessments, and examinations necessary for learners.
- To transcribe for students with physical/literacy impairment including note taking reading, proof-reading etc.

- To provide feedback where appropriate to Learning Development Workers and lecturing staff on students' progress.
- To provide an introduction to study skills.
- To direct learners to study skills materials, on-line resources or workshops as appropriate.
- To maintain accurate records of learner's progress in relation to support.
- To maintain familiarity with relevant learning and teaching materials in order to provide expert advice on accessibility and inclusiveness.

OTHER

- To participate in professional development activities (face to face or on-line).
- To participate in personal development reviews as part of ongoing professional development.
- To engage in quality assurance and enhancement activities.
- To routinely attend and contribute to team meetings and attend any other relevant meetings, as directed by the Curriculum manager.
- To contribute to the development of the service through any other activities appropriate to the nature of the role.
- To promote and implement relevant college policies.

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides.
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies.
- Work collaboratively with colleagues to ensure a whole college focus and approach.

Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others

- Acts with confidence guiding the activities of colleagues, students and/or visitors.
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations.
- Understands importance of having a strong sense of purpose and common goal.
- Understands how own role contributes towards meeting organisational goals.
- Takes responsibility and is accountable for own actions.
- Is able to objectively assess own strengths and limitations.
- Delivers a friendly and professional service to learners, customers and staff.
- Reflects positively on feedback and responds proactively.
- Ensures colleagues and line managers are kept informed of activities.
- Listens effectively and shows empathy to others' needs and feelings.

Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

Performance – Managing performance of teams across the college and creating development opportunities

- Seeks ways to improve own learning and self-development.
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.

- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress.
- Aims to deliver agreed targets to timescale.
- Manages customer expectations diplomatically and tactfully.
- Pursues service excellence in line with college vision, commitments and standards.
- Takes responsibility for following through on customer enquiries.
- Supports and promotes a customer focused culture.

Person Specification

Criteria	Essential	Desirable
Qualifications	HNC level or HNC units	- Degree or equivalent - First Aid qualification - Personal Development Award in relevant areas e.g. dyslexia autism
Experience	Demonstrate having worked in a role where you can show empathy and understanding	Experience of working with people with intellectual and/or physical impairment or within that environment preferred
Knowledge & Skills	- Good customer and student service skills - Excellent communication skills both written and verbal - Strong IT skills - Ability to adapt communication style/approach to support a variety of situations/student needs	- Knowledge of working in a FE or HE setting - Deaf, ASD awareness - Mental health support awareness - Ability to communicate in Gaelic
Personal Qualities*	- Ability to work well in a team - Willingness to learn and enhance own personal development - Ability to act as ambassador for the College in high level external contexts - Also: see personal attributes framework	- Willingness to work flexibly and to adapt to students' time constraints and behaviours - Resilient to supporting students experiencing difficulty or emotional distress
Other	- Commitment and ability to undertake and/or continue professional development in a relevant discipline - Clean driving licence - Be willing to work flexible hours when necessary to meet requirements of the post - Be willing to regularly travel on College business, between centres, UHI and within Scotland - Satisfy appropriate Disclosure Scotland checks	Willingness and ability to undertake and/or continue professional development in relevant discipline

*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 17.5 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This is a part-time, temporary post until June 2027.
Salary	The salary for this post is on Support Scale Point NSUP9-12, (£27,944 - £29,569 per annum) pro-rata. Plus Islands Allowance.
Holidays	As this is a term time appointment (40 weeks in a year) the post holder will be entitled to a pro rata paid leave and public holiday entitlement.
Location	The position will be based primarily at our Stornoway Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

