

Additional Learning Needs (ALN) Tutor/Key Worker Job Description

Contract term: Temporary (Approx. 14 months to cover a period of maternity leave)

Hours: Full-time

Location: Field based

Salary: £27,500 rising to £30,500 per annum pro rata

If you would like to work for an organisation that demonstrates outstanding commitment to staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last eight consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.



What you'll do:

To work with individuals and small groups of Apprenticeship learners with ALN across the ACT Network/Group. To work closely with the ALN Co-ordinator to deliver additional learning provision and support for learners who require more than the universal provision offer. This includes taking a multi-agency approach to meeting learner needs and providing additional on programme support to include regular mentoring.

The role will be home based, with potential travel pan Wales. Therefore, a full, clean driving licence is required.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee

INVESTORS IN PEOPLE[™]
We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm



- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

1. Supporting and extending ALN learner's learning

1. Assist the ALNCO with reviewing learner statements, medical diagnosis, IDPs or self-declaration evidence and monitor the support needed for that learner.
2. Carry out educational tests and diagnostic assessments to identify the need for additional learning provision and/or exam access arrangements.
3. Attend multi agency meetings as ALN Key Worker where needed.
4. Review ALN data and develop initiatives to improve outcomes for learners with ALN.
5. Support learners across the curriculum by developing individualised support strategies to match learner needs.
6. Provide 1-1 and small group provision for learners with ALN, where difficulties have been identified through panel.
7. Support the transition onto the apprenticeship programme and make sure all software and materials are in place.
8. Support learners in learning how to learn and to develop their thinking skills (scaffolding techniques).
9. Attend ALN panel and give regular updates on individual learners.
10. Support with ALN learners from the wider network/group where need arises.
11. Provide support and training on assistive software such as CLARO or Cognifit
12. Liaise with other departments to ensure learners are fully supported.
13. Analyse onboarding data to ensure all learner who self-declare an ALN at start are supported. Monitor learners who are allocated extra support through panel.
14. Contribute to and monitor ALN learner progress.
15. Adapt and customise curriculum materials and resources.
16. Support the Assessor with effective planning and development of personalized learning support strategies.

INVESTORS IN PEOPLE[™]
 We invest in people Platinum
 Rydym yn buddsoddi mewn pobl Platinwm



2. Meeting learner's wider well-being needs

1. Support the emotional well-being and mental health of a diversity of ALN learners.
2. Enhance the social and personal development of learners with ALN.
3. Support the delivery of additional interventions for improving learner well-being.

3. Providing pastoral support

1. Promote ALN learners' resilience.
2. Support the welfare of ALN learners by following safeguarding procedures, and contributing to well-being interventions.
3. Act as a champion and advocate for learners with ALN within the ACT Network and externally, supporting with transition and attending multi-agency meetings as required.

4. Working with colleagues across ACT group.

1. Contribute to maintaining ILPs, learning support plans and reviews.
2. Contribute to ACT's continuous improvement plans by monitoring the impact of additional learning provision.
3. Support and maintain collaborative, productive working relationships with ACT staff and professionals from external agencies.
4. Liaise with job coaches to ensure effective support for learners
5. Assist with training and development of Assessors in the area of ALN and inclusive practice.



Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes
- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication skills
- To be highly self-motivated and organised
- To ensure effective customer care skills
- A recognition and regard for observing confidentiality
- The capacity to work as part of a team
- An ability to work on own initiative and meet set timescales
- General housekeeping duties
- To display **ACT** core values at all times.

INVESTORS IN PEOPLE™
We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm



Person Specification

What we are looking for:

	Assessment Method	Essential	Assessment Method	Desirable	
Experience	A	Experience	Delivery of Apprenticeships/Adult learning provision	A B Application/ Interview	Experience of work-based learning
	A	Experience	2 years' experience of teaching learners with additional learning needs and/or completing exam access arrangement assessments	A B Application/ Interview	
	A	Experience	Experience of identifying learning support needs and developing support strategies/interventions	A B Application/ Interview	
	A	Experience	Experience of multi-agency working	A B Application / Interview	Experience of working across a range of services to include statutory services, health, third sector and related professionals.
Qualifications & Knowledge	A	Application/ Interview	GCSE English and Maths PGCE or Level 5 Teaching Diploma and/or Level 5 or 7 SEN/ALN qualification Registration with EWC	A Application/ Certificate	Level 7 equivalent in SpLD Assessment or Certificate in Psychometric Assessment and Access Arrangements (CPT3A) Must be willing to achieve the CPT3A within the first 12 months if unqualified.
	B	Application/ Interview	An understanding of the legislation for Additional Learning Needs in Wales and statutory duties placed on schools and local authorities.	A Application/ Certificate	Knowledge of a graduated delivery model, inclusive practice and person-centred support.
	B	Application/ Interview/ Certification	Knowledge, understanding and experience of supporting/teaching individuals with additional learning needs.	B Application/ Certificate	ALN/SEN qualification
Skills & Attributes	A	Interview	The ability to lead and champion inclusion/inclusive practice.	A Interview	
	B	Interview	Creative and passionate about providing person-centred support.		

	C	Interview	An understanding of inclusive learning practices, EDI and The Equality Act 2010			
	D	Interview	Excellent interpersonal skills			
	E	Interview	Excellent organisational skills			
	F	Interview	Excellent digital skills			
	G	Interview	Highly motivated with a willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			
	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT core Values and FREDIE			

Have you got what it takes? <https://www.irishrdoud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=25607-1F129E97-E0A2-477C-9A3C-06155484A7EE>

INVESTORS IN PEOPLE™
 We invest in people Platinum
 Rydym yn buddsoddi mewn pobl Platinwm

