



Role Profile

Job Title

Assistive Technology Assistant

Salary range	Salary spinal point 18
Contract	52 weeks
Main location	Portland College
Hours and basis	37.5 hours per week
Reports to	Curriculum Manager Digital Engagement
Date of issue	August 2021

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised programme.

What you will be doing

Purpose of role

- To assess learners' assistive technology needs during the initial assessment and baseline period
- To monitor the progress of learners through their educational programmes
- To provide Assistive Technology support to aid independence in education and leisure time.
- Facilitate a range of learning activities for a diverse group of learners
- Deliver sessions to small groups or on a 1:1 basis
- Attend multi-disciplinary meetings as appropriate (work alongside therapy teams)
- Carry out offsite visits, including but not exclusive to employers, learners' homes and care providers
- Contribute to reports (initial assessment, baseline, transition plans)
- Liaise with suppliers and manufacturers
- Liaise with external agencies to meet the technical needs of learners
- Advise on the purchase of equipment
- Take responsibility for stock control as required for assistive technology
- Maintain environments
- Identify the training needs of staff across the College
- Provide training to staff/families and carers in the use of technology

Health and Safety

- Manage and monitor all Health and Safety considerations in accordance with Portland's Health and Safety Management system, including adverse event reporting

Key results we want to see from this role

- Efficient and effective support for individuals/groups to ensure excellent progress is made relevant to Individual Learning Plans / Individual Learner Targets / planned outcomes, including Employment, Vocational, Maths, English, Independence, Health and well-being
- Evidence of transferable skills from College to the community
- Effective role model demonstrating best practice as directed by the Learning Support Professional Standards and the quality expectations of the College

Dimensions of the role

- You will be working with a team of highly motivated delivery and support personnel and provide flexible support as directed by your line manager.



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- Working relevant hours to support business needs and generally Monday – Friday 09.00–17.00 with a 30-minute break

Key work relationships

- Curriculums Managers
- Tutors / LSA's / LSA Team Leaders / IAGT
- Therapy team
- Positive behaviour Support
- IT support Team
- Quality and Data Team

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require
- To support the development of the Learning & Teaching department as and when required

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.