



Role Profile

Job Title

Assistive Technology Assistant

Salary range

Salary point 18

Contract

52 weeks

Main location

Main Campus (Expected to work across sites)

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

- Assess and report learners' assistive technology needs during the initial assessment and baseline period
- Monitor the progress of learners' use of AT to support achievement
- Provide Assistive Technology support to aid independence in education and leisure time.
- Deliver a range of learning sessions to small groups or on a 1:1 basis
- Manage and maintain Learners and FE staff SharePoint Sites
- Carry out offsite visits, including but not exclusive to employers, learners' homes and care providers, work alongside MDT / Therapy Teams
- Contribute to reports (initial assessment, baseline, transition plans)
Liaise with external agencies to meet the technical needs of learners, including suppliers and manufacturers
- Advise on the purchase of equipment
- Responsible for stock control as required for assistive technology
- Maintain environments to meet Health and Safety requirements and standards
- 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 AT and SharePoint 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
- Strong Quality Assurance and excellent audit outcomes across all elements of the role

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



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Key work relationships

- Curriculum Manager CMDE
- Progression Tutors
- Therapy team
- Information Systems Support 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
- Maybe required to travel between multiple sites, depending on business need

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.