



As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **ADHD Support Practitioner?**

Job Title	ADHD Support Practitioner
Ref No.	ME2425130
Department	School of Academic and Vocational Support
Reporting to	Assistant Principal - Academic and Vocational Support
Location	Northampton, Booth Lane Campus
Salary	<p>In the range of £34,222 - £37,825 per annum pro-rata, actual salary in the range of £30,318 - £33,510 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
Hours	37 hours per week, 40 Weeks per year
Contract Type	Permanent, Part Year

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year *****Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata*****
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

Working with the Assistant Principal for Academic and Vocational Support to oversee and review support provision across the College for students with ADHD who have Education, Health and Care Plans (EHCPs) or are High Needs students or are on the ADHD Assessment Pathway.

The postholder will provide, within the School, expertise, knowledge and understanding of ADHD and how it impacts teaching and learning, developing the skills of colleagues to enable a reduction in identified barriers to learning. The post holder will be responsible for advising curriculum staff on the most appropriate teaching, learning, and assessment strategies for students with ADHD.

A key objective is to foster independent learning skills and enable students to access the wider College environment and provision.

Main Duties and Responsibilities

1. To undertake a target of 658 hours of tutorial delivery per academic year.
2. To design and deliver high-quality tutorials for students with ADHD – delivering to 1:1 and/or small groups using the Preparation for Adulthood agenda.
3. To assess and record the support needs of applicants and students with ADHD
4. To raise awareness and understanding across the College of how ADHD impacts learning and assessment.
5. To equip Teachers and Teaching Assistants with the strategies and approaches to support teaching and learning for students with ADHD.
6. To utilise appropriate pedagogical approaches matched to student needs to optimise student learning skills and promote independence in the classroom.
7. To develop resources for learning which stimulate and engage students with ADHD so that they become pro-active and independent in learning – including Educational Technology (EdTech) and Digital platforms.
8. To produce support plans which ensure effective support opportunities and engagement for students with ADHD. This includes Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) student specific targets to be reviewed on half termly basis.
9. To provide timely, iterative, developmental and impactful feedback to students, parents and carers and external stakeholders (Local Authorities).
10. To apply College rules and expectations, implementing, and escalating where appropriate, interventions in accordance with College policies.
11. To prepare students for internal and external assessments and examinations, with full consideration of Examination Access Arrangements (EAA) for students with ADHD.
12. To liaise with the Special Educational Needs Coordinator (SENCo) and participate in Education, Health and Care Plan (EHCP) consultations, including, where appropriate, with relevant Local Authorities.

13. To collaborate with and engage internal and external stakeholders to enrich the student experience.
14. To carry out associated administrative duties including Education, Health and Care Plans (EHCPs), Preparing for Adulthood (PFA) reviews, and submitting entries on Individual Learning Plans (ILPs).
15. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level A relevant specialist qualification at Level 4 	
Knowledge	<ul style="list-style-type: none"> Relevant broad specialist-based aptitude or academic attainment Understanding of ADHD profile and the impact on student experience. Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	<ul style="list-style-type: none"> Practitioner experience in education setting or relevant industry setting Broad knowledge of Mental Health and Wellbeing (MHWB) within ADHD students Working knowledge of the Special Educational Needs and Disabilities (SEND) Code of Practice 2015
Skills	<ul style="list-style-type: none"> Aptitude and/or experience of coaching and/or tutoring Ability to effectively engage and manage groups of students Ability to work with students with additional needs and challenging behaviour Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience delivering a high-quality tutorial for students with ADHD 	
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments 	

	Essential	Desirable
	<ul style="list-style-type: none"> • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

