



## CENMAC - Advisory Teacher for Assistive Technology in Education

At Charlton Park Academy we pride ourselves on the quality of education we provide for our students and the opportunities we create to encourage and develop their communication and independence skills.

We are seeking to recruit a talented teacher who is collaborative, flexible, friendly and a highly motivated team player to support and develop our Assistive Technology Advisory Service CENMAC. A strategic and independent thinker is required to help us continue to improve our advisory service.

CENMAC headquarters are located within Charlton Park Academy (a special academy for SEND), Greenwich, South-East London. We are a training and advisory service supporting students and staff, along with assessments, reviews and the loan of specialist and accessible equipment. This is to enable students with a disability to access the curriculum using Assistive Technology and for communication. To decrease barriers to learning for young people from the age of 2 to 25 with an ability range from P1 to university entrance. Primarily focussed on those with motor difficulties/physical disability but we also work with those with a wide range of other needs including complex needs, sensory impairment, ASD, SpLD, global developmental delay. Our advisory teaching work is mainly in London but also beyond by request or referral.

This is an exciting opportunity for someone with a passion and vision for raising the outcomes for students and supporting schools in creating inclusive environments. Someone who is innovative, has a high level of technical skill and enjoys empowering and upskilling others would be ideal.

This is a full-time permanent position, but to secure the best candidates we will seriously consider job share, and/or part time employment.

Our organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please see website for further information about our service [www.cenmac.com](http://www.cenmac.com)  
For an application pack, please email - [nrandall-webb@charltonparkacademy.co.uk](mailto:nrandall-webb@charltonparkacademy.co.uk)

Applications close ....

### 1. Job Purpose

- To assist in the organisation and delivery of the CENMAC service to pupils/students who are receiving their education in mainstream and special schools and colleges in the London area. This may also include pupils/students who may be educated other than school.
- To deliver high quality assessment and intervention to those who are referred to our service. This could be from early years to adulthood and across all phases of educational provision.
- To support those assisting the students on our caseload to be skilled and confident in the use of technology and the adaptations made to be inclusive in the classroom.
- To be reflective, innovative and engaging in the development of the service.
- To play an active part in developing our training sessions and resources both online and face to face.
- To have a person-centred approach.

## **2. Skills and attitudes**

1. To have a proven record of delivering high quality teaching and learning.
2. To be innovative and creative in your approach with excellent interpersonal skills.
3. To be able to relate in an effective and professional manner to wide range of multi-agency professionals, head teachers / senior leaders, senior LA officers, parents, children and young people in order to promote successful learning outcomes for those with complex needs and disabilities.
4. To be an effective and inspiring trainer and mentor for those working directly with the young people.
5. To be confident with a range of technology and be willing to experiment and try new equipment and software.
6. To be effective in own time management and to work without direct supervision. To be highly motivated and have a positive can-do attitude.
7. To put the young person and their family at the centre of the provision.
8. To be flexible in the range of young people as well as environments you may cover.
9. To have a good understanding of SEN policy and safeguarding.
10. To have particular skills or knowledge in related areas of Assistive Technology and / or high-tech communication systems. This could include hearing impairment, visual difficulties, literacy and/or dyslexia or complex physical difficulties for example.
11. To aid the smooth running of the CENMAC service, a degree of flexibility is required and a willingness to take on extra responsibilities to support and develop the service.

## **3. Key tasks**

1. To organise the assessment and review process for pupils/students and to plan the appropriate provision and support.
2. To keep accurate records of all assessments and reviews of progress and to ensure that these are communicated to the appropriate involved professionals and families.
3. To maintain a high level of current knowledge of Assistive Technology so that resources may be used appropriately in order to support pupils'/students' access to the curriculum.
4. To develop teaching strategies and investigate ways of using Assistive Technology resources effectively to allow pupils/students access to the curriculum and make this available to teachers, parents and other involved professionals.
5. To contribute to both local and regional training to support the learning of pupils/students using assistive technology.
6. To contribute to discussion relating to the selection and purchase of appropriate Assistive Technology resources.
7. To contribute as a member of the team to the planning, review and development of CENMAC services.

8. To liaise with the pupil's/student's teachers, parents and other involved professionals in order to ensure a whole-school awareness of their specific access needs and how the loan of Assistive Technology resources can support these.
9. To contribute to and/or attend EHCP reviews if required.
10. To liaise with the CENMAC Resource Manager over the provision and preparation of equipment.
11. To contribute to the writing of and delivery of training resources both face to face and as we build our online resources. Be open to developing different ways of delivery i.e. webinars and use of social media. The training will include software, hardware and how to apply within the curriculum.
12. When appropriate, liaise with manufacturers and other professionals working in this field in order to share an awareness of the needs of the pupils/students using Assistive Technology.
13. To assist in the provision of an advisory service for those seeking information concerning communication aids, equipment and associated teaching methods.
14. To work within the equal opportunities and related policies of Charlton Park Academy.
15. To support the developments and innovative practices within Charlton Park Academy as a centre of excellent in the use of Assistive Technology and AAC.
16. To support the developments of digital working and to ensure compliance and high levels of safe guarding.

#### 4. Person Specification

##### Experience

Experience of working with children/young people with physical/learning difficulties in an educational setting or appropriate related environment.	D
Experience of assessing the educational needs of children/young people with motor/communication difficulties	D
Experience of using a wide range of assistive technology resources to enhance access to the curriculum for children and young people with motor/communication difficulties	E
Experience of teaching children/young people in mainstream, special school or FE	E
Experience of working within a multi-disciplinary setting	E
Experience of the organisation and delivery of training to colleagues	E
Experience of implementing equal opportunities policies	E

##### Qualifications

Qualified Teacher Status or other appropriate qualification	E
Additional qualification in Special Education	D

##### Training

Evidence of recent and relevant INSET	E
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##### Skills

High level of ICT literacy	E
Ability to plan effectively and flexibly	E
Highly developed communication skills (written and oral)	E
Holder of full driver's licence/Use of own car on daily basis	D
Highly motivated and positive attitude	E

##### Personal Qualities

Ability to work under pressure and problem solve independently	E
Willingness to learn and share new skills	E
Ability to work independently, self-directed and as part of a team	E
Willing and able to use own or school vehicles, and public transport	E
Willing and able to carry the necessary equipment to the assessment/review meeting, wherever this is being held.	E
Willingness to work flexibly delivering or attending courses or conferences on occasional basis out of usual school times.	D

E Essential  
D Desirable