



Job Title	<b>Inclusion Educator III - Gozo Campus</b>
Department/Institute General	<b>Gozo Campus</b>
Reporting to	<b>Head of Department</b>
Main Objective	<b>To provide comprehensive administrative support to the Gozo Campus and facilitate the efficient delivery of academic and operational services.</b>

1. Assisting the teaching and learning process led by the Lecturer, promoting independence and fulfilment of all learners, with or without a recognised statement of needs, in all learning experiences within the educational journey;
2. Collaborating closely and be guided by the respective unit/module lecturer, and other professionals who may be supporting this endeavour within or beyond the classroom, under the leadership of the Deputy Director of Inclusive Education Unit;
3. Engaging in the development of a Community of Professional Educators.
4. Supporting and collaborating with the lecturer and other colleagues.
5. Assisting in the education of all learners in class, in particular learners with special educational needs so that their individual curricular entitlement is ensured and their learning needs are catered for;
6. Participating fully in Making Action Plans sessions (MAPs);
7. Ensuring that the learner receives the support as established by the Inclusive Education Unit; i.e.

- a. In-class support and/or individual support sessions.
  - b. Attending Inclusive Education Unit meetings;
  - c. Reporting progress on individual support session on a regular basis;
8. Planning and assisting in the adaptation of educational materials and playing an active part in all the components of the instructional and educational process in class under the direction of the lecturer;
9. Provide set access arrangements during assessment as determined by the Inclusive Education Unit;
10. Participating in the transition of learners as they move from one educational level to another as determined by the Inclusive Education Unit .
11. Promoting an inclusive community of learners, in collaboration with Institute Directors, Lecturers, Student Support Services Coordinators, Mentors, Educational Psychologists, other specialists, and parents/guardians when necessary.
12. Promoting at all times the aims, ethos and policies of the College and actively working as a member of the Inclusive Education Unit;
13. supporting Learner/s during activities held outside the College premises including experiences in the community, work placements and apprenticeships;
14. Participating in Continuing Professional Development (CPD) opportunities as appropriate to his/her role and functions as indicated by the MCAST Management;
15. Assisting in orientation tours offered to new learners attending campus for the first time as identified by the Inclusive Education Unit;
16. Assisting or carrying out any other task related to Inclusive Education as assigned by the line manager.