



ADDITIONAL LEARNING SUPPORT SERVICE

APPOINTMENT OF EDUCATION SUPPORT WORKERS

– Ref 220921R2

(part-time hours during term time, up to 29 hours per post)

“Removing barriers and promoting independence in learning and life.”

Additional Learning Support (ALS) at Runshaw aims to enable students to maximise their potential. We view it as a positive model offering support for all students with Learning Difficulties or Disabilities who wish to use the service. It plays a central role in supporting individual students to achieve their best and we have worked hard to ensure there is no stigma attached to using the service.

The team provides a range of support to meet the needs of individual students. This includes assistance with literacy, numeracy and study skills, personal care support, support for disabilities e.g. Dyslexia, Sensory & Physical Impairment, Autism, ADHD, Dyspraxia, and Moderate Learning Difficulties, as well as individual support on a one to one basis. All students regardless of need negotiate a package of support that is linked to their learning needs and goals.

Educational Support Workers may be required to work with students from Entry Level up to Level 3/A Level students. Some ESW's may be required to attend to the Personal & Intimate Personal Care needs of students.

The ALS team is led by the Head of ALS who works closely with the Senior ALS Coordinator. There are around 25 Education Support Workers on the team, who are led by Team Leaders that manage them on a day to day basis and support them in their work and continuous professional learning. There are also a number of Coordinators including High Needs, Specialist Support and Assistive Technology as well as Exam Access Arrangements Assessors and an Administration team that supports the whole department.

ALS provide support at both centres - Langdale Road and Euxton Lane. Dedicated rooms include IT facilities and promote resource-based learning. Support is available throughout the college day and evening classes.

There is a strong ethos of continuous improvement and of excellent communication and liaison with other areas of support and academic colleagues in the College.

The service is committed to continuous improvement and enables staff to update their skills and knowledge on a regular basis.





Please note that applicants should clearly address the requirements of the job description on their application form and supporting letter. CV's should not be included and will not be used as part of the shortlisting process.

If you are selected to join the ALS Service it means that you will be part of an enthusiastic and dedicated team who were graded by Ofsted as being "*Outstanding*" in March 2022. They said that the support students receive is truly outstanding.

We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply.

We very much look forward to receiving your application.

Marie Fairhurst

Assistant Principal

Fairhurst.m@runshaw.ac.uk





JOB DESCRIPTION

JOB TITLE: Education Support Workers – Ref 220921R2

UPDATED: September 2022

RESPONSIBLE TO: Head of Additional Learning Support (ALS)

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY DUTIES

ROLE SPECIFIC
<ul style="list-style-type: none"> Working in any curriculum area, according to your knowledge, experience and qualifications, you will be expected to support students across all programmes from Entry Level to potentially Level 3/A Level or higher with both 16-18 students and adults
<p>Before class</p> <ul style="list-style-type: none"> Read Student Support Plans (SSPs) of identified students to further understand their needs Check schemes of work and lesson plans if available Liaise with colleagues in Additional Learning Support and subject teachers across college
<p>In class</p> <p>Provide bespoke, individualised support to identified students in line with their needs:</p> <ul style="list-style-type: none"> Keep student(s) on task Check instructions are understood Support student to become independent Prompt appropriate behaviour Support student to organise themselves Take high quality notes where appropriate Support the use of assistive technology in learning
<p>After class</p> <ul style="list-style-type: none"> Liaise with subject tutor if necessary Provide out-of-class support to individual students/groups of students Support time management/organisational skills Keep up to date, auditable records of support provided Attend relevant meetings





Other duties

- Provide support for students requiring help with personal and intimate personal care needs and escorting those with mobility support needs around College including the pushing of wheelchairs
- Attend college Continuous Improvement Days and ALS specific training opportunities
- Support enrolment activity, open events and exam invigilation as required





QUALITY
<ul style="list-style-type: none"> • Be actively involved in the College's continuous improvement culture
LIAISON
<ul style="list-style-type: none"> • Liaise with staff, students, parents and external partners as appropriate
COLLEGE RESPONSIBILITIES
<ul style="list-style-type: none"> • Participate in Appraisal process and professional development activities as required
<ul style="list-style-type: none"> • Value diversity and promote equal opportunities
<ul style="list-style-type: none"> • Work within health and safety guidelines and be aware of your responsibilities for health and safety
<ul style="list-style-type: none"> • Adhere to College policies and procedures, including data protection
<ul style="list-style-type: none"> • Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines
<ul style="list-style-type: none"> • Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults





PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent	E	Application form
A level 3 qualification e.g. A level, BTEC National Diploma	E	Application form
Level 2 qualification in IT or evidence of good practical IT skills	E	Application form
Skills in the use of learning assistive technology	D	Application form
A qualification which includes a special needs module e.g. NNEV/BTEC National in Early Childhood Years	D	Application form
Qualification related to the support of Teaching & Learning	D	Application form
Food Hygiene qualification	D	Application form
A willingness to undertake appropriate continuous professional development	E	Application form/Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Evidence of successful support work within an educational setting	D	Application form/ Interview
Evidence of successful support work with people with disabilities/learning difficulties	D	Application form/ Interview
PERSONAL SKILLS AND ATTITUDES		
Have a flexible and student-centred approach	E	Application form





Display initiative, be positive and friendly	E	Application form
Undertake personal care needs	E	Application form
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Display energy and enthusiasm	E	Interview
Possess excellent communication skills both written and oral	E	Interview
Be a team player	E	Interview
Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Relate appropriately to people with different roles within college	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks





SUMMARY OF MAIN TERMS AND CONDITIONS


SALARY	£11.65 per hour
CONTRACT TERM	Fixed Term until July 2023
WORKING HOURS	Variable hours per week, up to 29, during term time (35 weeks) Applications are welcome from individuals who wish to work part-time
PENSION SCHEME	You are entitled to join the Local Government Pension Scheme. Further details are available at www.yourpensionservice.org.uk
HOLIDAYS	You will receive: 20 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) 8 Bank and Public Holidays 4 extra Statutory Holidays 3 closure days should the College decide to close in the interests of efficiency This entitlement will be on a pro-rata basis for posts that are part-time and term time.
SAFEGUARDING	The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk .
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.





PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.
NOTICE	You may terminate your employment in writing by providing 6 weeks' notice except during the probationary period when it is 4 weeks' notice.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is 12 noon, Friday 3rd February 2023

Approved: 

Date: 5th September 2022



Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

Work Life Balance

Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

Rewards and Perks

- Access to great discounts and cash back at major

- retailers, entertainment, travel, leisure and eating out at [//runshawrewards.co.uk](http://runshawrewards.co.uk) and [//discountsforteachers.co.uk](http://discountsforteachers.co.uk)
- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

Financial

Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

Pensions:

- Membership of a career average defined pension scheme, either:
 - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
 - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a



pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:
[//yourpensionservice.org.uk](https://yourpensionservice.org.uk)
[//teacherspensions.co.uk](https://teacherspensions.co.uk)

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost of living increases (this is considered on an annual basis).

Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

Health & Wellbeing Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!