

## **ADVERT**

# **Learning Support Assistant (Personal Care)**

**Ref: ME2223017**

**Hours:** This role is based around 15-25 hours per week over 35-36 weeks per year (individual requirements to be discussed at interview). On working days this post will be required to start at either 9am and/or be able to finish at 5pm.

**Salary:** £19,824 per annum based on full time, full year hours. Actual salary will be dependent on hours and weeks worked.

**Reporting to:** Support Practitioner - Personal Care

**Primary Location:** Northampton, Booth Lane Campus

**Closing Date:** The recruitment for these roles is ongoing

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## About Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

## The Team

The Personal Care Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

## The Role

To provide support for groups of students and individual students with personal care needs, who have been assessed and identified as requiring support, both in classes and around the college. To ensure they are given an equal opportunity of achieving their qualification aims.

**The post holder will also be required to support student's cross-college as and when the business requires.**


## The Successful Candidate

**The successful candidate's knowledge, skills, experience, abilities and qualities will include:**

- Level 2 Qualifications in Maths and/or English
- Experience of providing personal care to young people or adults with learning difficulties and/or disabilities
- A First Aid qualification or the willingness to obtain this.

## Rewards and Benefits include

- 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, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel
- Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22.9%)

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- Access to continued professional development
  - Free car parking
  - Gym facilities
  - 24 hours per day, 365 days per year Employee Support Helpline
  - Enhanced maternity/shared parental and paternity schemes
  - Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative)

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

**Job share will be considered for this post**

**This post will require a Disclosure and Barring Service (DBS) check**



# **Job Description & Person Specification**

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## Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

## Values

- Respecting and helping each other
- Engaging people through teaching with expertise and enthusiasm
- Developing people through learning
- Bringing out the best in each other
- Playing our positive role in our community

## Working as part of the team

The Personal Care Team Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

## Role Specification

### Personal Care

- To deliver personal care to individuals as set out in their Personal Care plans.
- To provide specific personal care to students, where appropriate; for example, assistance using specialist equipment, such as hoists.
- Administration of medication if required. (Full training will be given).
- Reporting on necessary adjustments to personal care plans to the practitioner

## Supporting Learning

- To be aware of lesson objectives.
- To take direction from the teacher
- Act as the teacher's 'prompt' and advocate for the student
- In cases where appropriate, to assist the student with note taking, reading, writing and comprehension of text.
- Keeping learners on task
- To encourage the student to develop independent learning and study skills
- To encourage the student to develop independent living and social skills
- Take on responsibility for:
  - Revisiting the key points with students in need of consolidation work
  - Contribute to forward planning
  - Recording of support delivered onto the relevant college systems
- Providing 1:1 and / or small group study skills support to learners
- Attendance at High Needs Reviews and the annual review of Education Health and Care plans

## General

- To record relevant information in student logs, in order to produce auditable evidence
- To liaise with teaching/administrative staff to ensure the best possible service is provided to the student and that the practices implemented are in line with college policies and procedures.
- Accompany the student on study related educational trips / work placements.
- Supporting the teacher in addressing behaviour management issues.
- To provide support and assistance to students during lunch and break periods.
- Undertake job related training and development as appropriate, for example, gaining a working knowledge of the student's disability and/or learning difficulty and its ramifications
- To contribute to the reviewing of support provided to students
- To attend in-service and staff meetings.
- Maintain a safe, health and organised environment
- Maintain confidentiality at all times.
- To actively promote the College's Equality policy on disability and learning difficulty.



## Generic Business Support

- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff
- To maintain the highest professional standards
- To participate on appraisal and staff development
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work
- To undertake invigilation duties as required
- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
- To comply with all approved College policies and procedures
- Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.



## Other Information

### Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to and promote the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.

### Safeguarding


The College is committed to the safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.





Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

### **Professional Development and Performance and Appraisal Reviews**

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the Performance and Appraisal Review, with your line manager, being one element of this.

### **Health and Safety**

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

### **Data Protection**

The College's stakeholders should be confident that the College hold data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

## Person Specification

|   |                         |                      |
|---|-------------------------|----------------------|
| The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form. | Essential/<br>Desirable | Assessment<br>Method |
| <b>Qualifications</b>   |                         |                      |
| • Educated to level 2 GCSE standards and/or relevant experience   | E                       | A                    |
| • Grade 4/C GCSE English and Maths  | D                       | A                    |
| • First Aid qualification or Willingness to obtain this   | D                       | A/S                  |
| • Care Qualification  | D                       | A                    |
| <b>Experience</b>   |                         |                      |
| • Experience of providing personal care to young people or adults with learning difficulties and/or disabilities  | E                       | A/S                  |
| • Experience of providing personal care to young people or adults with learning difficulties and/or disabilities within an educational setting  | D                       | A/S                  |
| <b>Knowledge/Skills/Abilities</b>   |                         |                      |
| • Ability to communicate clearly and concisely at all levels whilst understanding your customer's needs   | E                       | A/S                  |
| • Ability to be self-motivated, to reflect on own performance within a role and to identify areas of learning/improvement   | E                       | A/S                  |
| • Ability to multi task whilst having exceptional attention to detail   | E                       | A/S                  |
| • Flexible approach to work and work area, working outside normal hours when reasonably required to do so   | E                       | A/S                  |
| • Understanding of safeguarding as it pertains to the Further Education Sector  | E                       | A/S                  |
| • Understanding of the benefits of equality, diversity and inclusion within society   | E                       | A/S                  |
| • Understanding of the principles of Data Protection  | E                       | A/S                  |

|   |                         |                      |
|---|-------------------------|----------------------|
| The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form. | Essential/<br>Desirable | Assessment<br>Method |
| • Ability to travel effectively, for example to other College campuses (Daventry and Northampton)   | E                       | A/S                  |
| • Knowledge of the barriers that learners with disabilities face and the skills to enable access to the curriculum for these students   | E                       | A/S                  |
| • Understanding of the need to maintain dignity for individuals with personal requirements  | E                       | A/S                  |
| • Ability to work with people with literacy and/or numeracy difficulties  | E                       | A/S                  |
| • Proven ability to work both independently and collaboratively within a team and with others   | E                       | A/S                  |
| • Good IT Skills  | E                       | A/S                  |
| • Ability to use own initiative and deal with challenges in a range of setting  | E                       | A/S                  |
| • Ability to write concise reports and keep up to date records  | E                       | A/S                  |
| • Motivation to work with young adults  | E                       | A/S                  |
| • Able to adapt learning materials to suit the learners needs   | E                       | A/S                  |
| • Able to undertake Risk assessments, or willing to undertake relevant training in order to do so   | E                       | A/S                  |
| • Aptitude to motivate and supervise others   | E                       | A/S                  |
| • Carry out initial assessments (under supervision)   | E                       | A/S                  |
| • Awareness of the SEND Code of Practice and the Preparing for Adulthood agenda   | E                       | A/S                  |
| <b>Qualities</b>  |                         |                      |
| • Strong work ethic   | E                       | A/S                  |
| • Collegiate  | E                       | A/S                  |
| • Innovative  | E                       | A/S                  |
| • Flexible  | E                       | A/S                  |

|   |                         |                      |
|---|-------------------------|----------------------|
| The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form. | Essential/<br>Desirable | Assessment<br>Method |
| <ul style="list-style-type: none"> <li>Team, customer and organisation focussed</li> </ul>  | E                       | A/S                  |
| <ul style="list-style-type: none"> <li>Reliable</li> </ul>  | E                       | A/S                  |
| <b>Level of Physical Ability and Activity</b>   |                         |                      |
| <ul style="list-style-type: none"> <li>Occasional lifting may be required</li> </ul>  | E                       | A                    |
| <ul style="list-style-type: none"> <li>Need to move around site will be required</li> </ul>   | E                       | A                    |

**E** = Essential   **D** = Desirable

**A** = Application Form   **S** = Selection Process