

## JOB DESCRIPTION

<b>Post:</b>	<b>Learner Support Team Leader</b>
<b>Responsible to:</b>	<b>Learner Support Coordinator/Student Support Coordinator</b>
<b>Pay Band:</b>	<b>6</b>

### JOB PURPOSE

To support college students with Special Educational Needs and Disabilities in the role of Learning Support Assistant (LSA) and to line manage a team of Lead LSAs/LSAs, at all times ensuring compliance with the SEND Code of Practice (2015) and the Equality Act (2010) and that provision is of the highest possible quality and contributes to exceptional outcomes for all college learners with Special Educational Needs or Disabilities (SEND).

### MAIN TASKS

Fulfil the specific duties of the LSA role including supporting students during practical or theory lessons, work placement if required and on a 1:1 basis if needed, recording all support provided as required by college systems and liaising with teaching staff in relation to the students' issues, concerns, performance or understanding of the subject matter.

Line manage a team of Learning Support Assistants/Lead LSAs including recruitment, induction, training, PDPs and regular 1:1s, supporting Learner Support Co-Ordinators with timetables and workload management as required

Work collaboratively with other managers and Team Leaders across SEND Support Team to ensure maximum efficiency is achieved with staffing and other resources.

Ensure all students with SEND have access to appropriate support to enable them to achieve their short and long term outcomes, including equipment and other resources.

Support Learner Support Co-ordinators with distribution of equipment (eg laptops) and resources (eg overlay sheets, time out cards etc) as required for individual students in liaison with SENCOs and other staff.

Contribute to and record termly reviews for all students with Education, Health and Care Plans to ensure appropriate progress is being made towards the outcomes set out in their Plan.

Contribute to the Annual Review and transition process as required  
Ensure all support provided is recorded on relevant college systems and that information required for funding claims is collated and shared with colleagues as appropriate.

Contribute to a shared bank of resources and strategies on a range of Special Education Needs, Disabilities and illnesses that may impact student learning

### **Other Duties Applicable To All Staff Working At Abingdon and Witney College**

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

## PERSON SPECIFICATION

It is **essential** that the post holder has:

	<b>Essential criteria</b>	<b>How assessed</b>
<b>1</b>	English & maths at level 2	Application
<b>2</b>	Significant experience of working with students aged 14+ with a range of learning difficulties, learning disabilities and physical disabilities	Application & interview
<b>3</b>	Experience of providing support in an education environment in accordance with the SEND Code of Practice (2015)	Application & interview
<b>4</b>	Experience of recording pertinent information on a range of software packages, both widely used such as Microsoft, and sector specific databases such as those used for school/college records	Interview
<b>5</b>	Experience of maintaining Safeguarding protocols in a learning support capacity	Interview
<b>6</b>	Knowledge of barriers to learning associated with at least 2 known learning difficulties, learning disabilities or physical disabilities	Interview
<b>7</b>	Understanding of the Preparation for Adulthood framework as a tool to guide educational provision for young people with SEND as they transition to adulthood.	Interview
<b>8</b>	Knowledge and understanding of the SEND Code of Practice (2015) and its impact on educational provision, processes and the legislative impact for families and education providers.	Interview
<b>9</b>	Strong interpersonal skills which ensure professional working relationships across own team and wider college, and the ability to tackle sensitive issues diplomatically.	Interview
<b>10</b>	High level of personal motivation and resilience and the ability to cope with challenging or demanding situations.	Application & interview
<b>11</b>	Strong IT and numeracy skills and the ability to understand and process a range data related to own area of work	Application
<b>12</b>	The ability to observe and understand the bigger picture and where provision fits within the wider college operations	Interview

It is **desirable** that the post holder has:

	<b>Desirable Criteria</b>	<b>How Assessed</b>
<b>1</b>	Educated to Level 3	Application
<b>2</b>	Level 2 or above qualification relating to any learning difficulty or disability.	Application
<b>3</b>	Safeguarding Level 2 or above	Application
<b>4</b>	Experience of interviewing staff through a recruitment selection process	Application
<b>5</b>	Experience of managing others in a work environment	Interview
<b>6</b>	Experience of contributing to Annual Reviews	Interview
<b>7</b>	Experience of working with specialist providers, eg SALT	Interview
<b>9</b>	Specialist knowledge of strategies to support learning in relation to any known learning difficulty, learning disability or physical disability	Interview
<b>10</b>	A basic understanding of the funding available for SEND provision in educational settings	Application
<b>11</b>	A clear understanding of safeguarding requirements and legislation as well as of particular issues that may arise in the context of providing support to students with SEND	Interview
<b>12</b>	Ability to quickly build strong working relationships with a range of people	Application & interview

## CONDITIONS OF SERVICE

<b>Salary:</b>	Pay band 6
<b>Payment:</b>	Monthly payments direct to bank via BACS
<b>Hours:</b>	As advertised
<b>Holidays:</b>	24 days rising to a maximum of 29 days, plus public holidays
<b>DBS:</b>	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
<b>Pension</b>	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING AND PREVENT** - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



**Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.