****

**DEPARTMENT OF LEARNER SUPPORT**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **POST TITLE:** | Learning Support Assistant – Variable Hrs. Term Time Only |
|  | |
| **SALARY:** | Job Family Group 5  From £20,294 (SCP16) to £22,711 (SCP20) per annum pro rata  (Depending on qualifications and experience)  There will be an opportunity for progression within this pay range |
|  | |
| **CONTRACT TYPE:** | Business Support |
|  |  |
| **HOURS:** | Variable Hours - Bank Staff - Term Time Only – 38 weeks |
| **REPORTING TO:** Jane Hilton (SEND Resources Coordinator)  **RESPONSIBLE FOR:** Learner Support  **CLOSING DATE:** 22 December 2021 | |
|  |  |

**If you have not been contacted within 14 days of the closing date of the position, you should assume that, unfortunately, on this occasion your application has been unsuccessful.**

The information given below is intended to provide an outline of the workload of the job and its role within Preston’s College.

The job description outlines the main duties in general terms only and it not intended to be prescriptive.

The post holder will be expected to work in a flexible, proactive manner to carry out such duties as are necessary and to communicate effectively with all work colleagues.

**EQUALITY AND DIVERSITY STATEMENT**

Preston’s College is committed to ensuring equal rights and opportunities for all. Recruitment for positions in the College will be carried out in a manner which accords with best equal opportunities practice. The selection of candidates for interview will be based on the personnel specification and applicants should bear this in mind when preparing their applications and completing the application form.

#### The postholder will be expected to take a lead role in the promotion of the College policies on Equality and Diversity, Health and Safety and Quality Assurance.

**SAFEGUARDING LEARNERS STATEMENT**

Preston’s College is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. All Preston’s College staff and volunteers are required to undertake mandatory Safeguarding training. The successful candidate for this appointment will be required to apply for Enhanced Disclosure for Regulated Activity through the Disclosure and Barring Service at a cost to themselves.   At present this fee is £40.00 and payment will normally be deducted from your first month’s pay.  Further information on the Disclosure process can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

**VALUES & BEHAVIOURS**

**Committed to Learning:**

* We are dedicated to our teaching, learning and support, responding to customer needs
* We continually pursue excellence in everything we do
* We are open to change, new ideas and we share information and knowledge

**Respect & Consideration:**

* We treat each other, our college and our community with respect and consideration
* We value the achievements of every person in the college
* We work together as one college, whilst recognising individual contribution

**Customer Focused:**

* We are all representatives of the college and will act in a way that best represents our values and behaviours
* We demonstrate consistently strong performance
* We seek what is best for the college and the people it serves

**Integrity & Honesty:**

* We challenge anything that is inconsistent with our values
* We are accountable for our actions
* We act honestly, ethically and legally in all that we do

**Make it Enjoyable:**

* We encourage a positive and supportive environment
* We make time to help others
* We care about the success of the college

**MAIN PURPOSE OF THE JOB**

**The Learning Support Assistants** role will be to provide learning support for SEND students (Special Educational Needs and Disabilities), according to identified needs, in a variety of educational settings.

The principal duties and responsibilities of the post provide a guide to the major areas of responsibility and include:

* Support SEND students on a one-to-one or group basis within the classroom and also outside the classroom in course related activities
* Provide support to your named student/s and work across the group as applicable
* Liaise with parents, students, tutors, and internal/external agencies to plan and implement support.
* Participate in staff meeting, review meetings (e.g. student, curriculum), as appropriate.
* Utilise assistive technology and the virtual learning environment to support students
* Provide individual transport plans and lunch/break support where appropriate, to develop personal/social skills and independence
* Provide reader, scribe and invigilator support etc in line with JCQ requirements
* Prepare and adapt student resources to meet their individual requirements
* Assist with personal care and medical needs where applicable
* Provide support on trips/residential ventures/work experience
* Work as a member of a team to ensure the needs of students are met
* Ensure that your students are referred to appropriate internal and external support agencies as applicable
* Identify potential “At Risk” students who you are not supporting directly and refer to the appropriate internal support staff
* Undertake relevant staff development
* Maintain accurately costed student records and produce high quality support records which met audit requirements and evidence your required minimum contact hours
* Evaluate the impact of your individual contribution, to the quality of the student/s learning experience, to support the college’s performance and success rates and inform the Teams self assessment process
* Contribute to staff development programmes to promote the concept of Inclusive Learning where applicable
* Ensuring that SEND support packages for your students are understood by the teaching team to embed the promotion of inclusion and provide a high quality learner experience ( e.g.. tutor adjustments, risk assessments, EAA etc)
* Support the College’s compliance with our legal duties as stated in the Equality Act 2010 and Children and Families Bill (incorporating the SEND Code of Practice) requirements, providing opportunities for the disclosure and action this
* Ensure feedback from student, parents/carers and external agencies (positive and negative) is captured appropriately and feed to the SEND management team to evaluate our service
* Contribute to the creation of a safe learner culture and ensure that the College's procedures for safeguarding, discipline and the code of conduct are embedded and consistently applied across the Team
* Promote the application of assistive technology solutions and the VLE (MyCourse) to develop a learner’s autonomy
* Work in accordance with the College’s Health and Safety policy

**BUSINESS SUPPORT TASKS/RESPONSIBILITIES RELEVANT TO LSA ROLE**

**Information Technology and Systems**

* Ensure the accurate and timely recording of student data on relevant computerised systems
* Use a wide variety of Microsoft applications including e-mail, excel, word and other College data management systems
* Ensure information is accurately filed and easily accessible in accordance with operational procedures
* Undertake a range of administrative tasks to support the smooth operation of office procedures
* Contribute to the maintenance and development of systems and procedures

**Data**

* Ensure integrity of student data on EBS, ProMonitor e.g. staff and student attendance, support plans etc
* Maintain systems and procedures to ensure compliance with audit requirements

**Communication and Liaison**

* Receive internal and external telephone calls and visitors from staff and learners providing information and directing enquiries as necessary
* Support student enrolment, advice and College promotional events
* Maintain productive working relationships and share information with others

**Customer Care**

* Deal confidently with staff, students and other external customers demonstrating respect and dignity at all times to deliver high levels of satisfaction and customer service

**Team**

* Plan and organise workload to ensure that targets and deadlines are met
* Work flexibly to support the work of other team members to ensure targets and deadlines are met
* Work effectively individually and as a team member to achieve team objectives
* Deal with administrative queries from colleagues including providing advice and guidance where applicable

**Quality Assurance**

* Ensure duties are undertaken in compliance with Support for Learners and College procedures
* Support Administration function in the maintenance and development of systems and procedures
* Contribute to ensuring that the Team it is suitably prepared for external inspections and audits ( eg.Ofsted etc).

**Corporate**

* Support and promote the college’s commitment to safeguarding and promoting the welfare of learners across the Support For Learners Team
* Take responsibility for and manage all aspects of Risk Management as appropriate to the role. This includes Health & Safety, Finance, and Corporate Risk Management
* Comply with all College Policies and procedures (e.g. Health and Safety and Equal Opportunities) and ensure that these policies are followed by students and staff, and are reflected in appropriate support/teaching strategies
* Undertake appropriate staff development activities that support personal development in relation to this role and SEND skills/ knowledge
* Take part in appropriate corporate events for example enrolment, induction, marketing, meetings and activities as required and provide excellent customer service
* Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
* Undertake such other duties as may reasonably be required commensurate with this role

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential/Desirable** | **Method of Assessment** |
| **Experience** |  |  |
| Working with people who have learning difficulties and / or disabilities, preferably in an educational environment | E | A and I |
| Working in a vocational area | E | A |
| Working with a client group of diverse support needs | D | A and I |
| Experience of working in a busy administration environment | D | A and I |
| Recent experience of using a variety of information systems, both computerised and manual | D | A and I |
| **Qualifications** |  |  |
| An appropriate qualification in Learning Support e.g. City and Guild Level 3 Certificate in Learning Support / other qualification in seen or unseen disabilities or willingness to work towards within an agreed timescale | E | A |
| English Functional Skills at Level 2 or English Language GCSE at Grade C | E | A |
| Maths Functional Skills at Level 2 or GCSE at Grade C | E | A |
| Level 2 ICT qualification or a willingness to achieve within an agreed timescale | D | A |
| Evidence of Continued Professional Development (CPD) | E | A |
| **Knowledge, Skills and Abilities** |  |  |
| Knowledge of current trends in education and training, especially with regard to the provision of SEN support and inclusive learning. | D | A and I |
| Knowledge of equipment and enabling technology | D | A and I |
| Ability to establish good working relationships with colleagues and students, working in a supportive and flexible manner. | E | A and I |
| Willingness and ability to manage workloads and to work to strict deadlines | E | I |
| Effective oral, written organisational, planning and administrative skills which facilitate the production of high quality data/reports | E | A |
| Commitment to a learner-centred culture and high standards of customer care | E | A |
| Commitment to providing a quality service and to continuous quality improvement | E | A and I |
| Commitment to promoting equality of opportunity, inclusive learning and to combating discrimination | E | A and I |
| **CORPORATE EXPECTATIONS** |  |  |
| A commitment to the expected corporate behaviours associated with working at Preston’s College | E | A |
| A commitment to safeguarding, equality and diversity and health and safety at Preston’s College | E | I |
| **OTHER REQUIREMENTS** |  |  |
| Assist students with personal and medical care needs, if required | E | A |
| Willingness and ability to work at any site or location, given reasonable notice | E | A |
| Willingness and ability to work flexibly throughout the week including weekends and evenings | E | A |

Key: A Application Form         I     Interview T Test

Please note where the person specification states that criteria will be identified through more than one medium i.e. A / I, you must specify how you meet the criteria clearly at all stages in order to comply with the Colleges Recruitment Procedures for Employees and Casual Workers.