

| **LEARNING SUPPORT ASSISTANT(PART-TIME AND TEMPORARY)**  **Terms of Employment** | |
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| **General Conditions** | Conditions of employment for support staff are as agreed between the Sixth Form Colleges Association and staff representatives at national level in addition to terms agreed at local level. |
| **Start Date** | ASAP |
| **Status** | Temporary part-time role in the College’s Support Staff structure until 27th June 2019. |
| **Hours of work** | 15 hours per week, term time only, Wednesdays and Thursdays 8.20am - 4.20pm, including a half an hour lunchbreak.  It may be necessary during the exam season to be available after the usual finishing time to support students who require invigilation cover for extra time or printing from laptop after their exam. |
| **Pensions** | Support staff will be automatically brought into the Local Government Pension Scheme, administered by Worcestershire County Council for contracts over 3 months. Where the contract of employment is for less than 3 months, there is the opportunity to opt to join by completing an application form. Contributions are banded and further information is available under [www.lgps.org.uk](http://www.lgps.org.uk). |
| **Holidays** | As a term-time employee, the leave entitlement is paid as part of salary and all annual leave is taken during College holidays.  Full year employees receive 25 working days plus 8 public holidays. There is an entitlement to an additional 5 days’ holiday after 5 years continuous service. |
| **Pay** | A term-time only factor will be used to calculate salary, which is spread equally throughout the year.  Salary: £5,777 (£17,100 pro rata) based on point 18 of the sixth form colleges support staff salary spine. |
| **Child Protection/**  **Safeguarding** | The College and all its personnel are committed to safeguarding and promoting the welfare of children, young persons and vulnerable adults. This position is subject to an Enhanced Disclosure and Barring Service (DBS) check.  Where you have lived overseas in the last 5 years the College is required to evidence an overseas check in addition to the DBS check. Please refer to <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> for further information as to how you can apply for a certificate of good character if you are appointed. Where there is a charge applicants will be required to pay for this themselves. |
| **Equality and Diversity** | The College is an equal opportunities employer and staff, students, volunteers and workers are expected to respect the principles of open access and opportunity for all regardless of age, disability, gender identity, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Applications from members of the ethnic minorities would be particularly welcome as they are currently under represented in our workforce. |
| **Disability** | Where a disabled candidate is placed at a substantial disadvantage in comparison to a non-disabled applicant consideration will be given to any reasonable adjustments required to enable them to do the job after an offer of employment has been made.  Personnel will discuss any reasonable adjustments required for the recruitment process with candidates shortlisted for interview. The selection process will include taking notes from a dictated piece and then word-processing to ensure accuracy and clarity. |

***Worcester Sixth Form College***

**JOB DESCRIPTION**

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

JOB TITLE Learning Support Assistant Level 2

JOB PURPOSE To provide student support, acting as a scribe when necessary and encouraging independent participation wherever possible.

To support the Supervised Supported Study and Study Skills Programmes

To provide support and guidance to other staff over Individual Learning Plan (ILP) completion and half term reviews.

RESPONSIBLE TO: Learning Support Manager

MAJOR TASKS

1. To provide support in class, and outside the classroom including one to one support as directed by the Learning Support Manager.
2. To provide support and guidance within the Supervised Supported Study and Study Skills programmes
3. To work closely with the Supervised Supported Study and Study Skills Co-ordinator to ensure the programme progresses well and is monitored and reviewed on a regular basis.
4. To assist the Support Team with the preparation of materials or activities for student use.
5. To work closely with the Support Team to ensure that individual student targets are being monitored and reviewed.
6. In conjunction with the Support Team to maintain a system to record student progress.
7. To act as scribe/reader/exam invigilator within exam series. NB support assistants have to stay with students until end of exams.
8. To act as a trouble-shooter and work with the students to ensure they meet deadlines and catch-up on any missed work.
9. To attend team meetings.
10. To accompany and support students during work experience placements, and/or trips, residential both on and off site if appropriate.
11. To undertake administrative duties which will include taking register for Supported Learning, keeping own record book, sending absence notes/cause for concern forms to tutors and updating Learning Support Manager of concerns.
12. To assist with the Support Link programme co-ordinated by the Assistant Learning Support Manager.
13. To contribute to student reports, ensuring accurate completion of ILPs and half term reviews
14. To be a member of the department’s liaison team responsible for cascading information to individual departments.
15. To undertake duties within the LRC as directed by the Learning Support Manager.

**GENERAL RESPONSIBILITIES**

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
4. To comply with all other College policies and procedures.
5. To undertake continuing professional development
6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

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**Roles and Responsibilities**

**LEARNING SUPPORT ASSISTANTS & SPECIALISTS**

Learning Support Assistants Levels 1 & 2, Learning Support Specialists and Learning Support Manager normally have some or all of the following responsibilities:

1. **Assisting with Mobility**

* Collect students from taxis
* Escort students to and from lessons
* Ensure students have refreshments at break times
* Ensure students have lunch
* Carry out toilet duties / personal care as necessary (training will be given if necessary)

1. **Scribing & Text Development**

* Attend lessons and write notes from teacher, slides, board etc
* Ensure students are aware when deadlines are due
* Conduct continuity lesson with student to ensure smooth transfer of documentation
* Photocopy all required texts.
* Inform Learning Support Manager/Pastoral Tutor/Teacher if any concerns
* Word process notes when necessary, to aid legibility and clarity
* Have awareness of specific curriculum requirements

1. **Student Support**

* Assist several students during lessons to aid their learning
* Ensure photocopied notes are given to all
* Conduct continuity session to aid students learning
* Liaise with Learning Support Manager /Pastoral Tutors /Teachers
* Assist with Functional Skills and BTEC support programme
* Assist with the Support Link programme as necessary
* To provide one to one support as directed by the Learning Support Manager
* To undertake duties within the LRC as directed by the Learning Support Manager and LRC Co-ordinator.

1. **Examination Support**

* Aid the Learning Support Manager in collation of special requirements to ensure rooming and support is available
* Scribe duties
* Reader duties
* Invigilation duties

***Learning Support Specialists and the Learning Support Manager have the following additional responsibilities (5a also applies to Level 2):***

1. **Individual Learning Plan (ILPs) supervision**

**5a -** Liaise with scribing team to ensure correct procedures followed

- Take responsibility for filing ILPs in accordance with auditor requirements

**5b -** Liaise with the Assistant Learning Support Manager regarding filing of ILPs

- Provide assistance with Data Input for Audit

1. **Provision of Care**

* Ensure special diets are managed correctly
* Co-ordinate the Support Link Programme
* Arrange to collect or distribute special exam papers, provide aid with exam timetabling
* Liaise with other professionals in the care team
* Attend at case conferences when necessary
* Help with transition interviews and induction support
* Assess the need for risk assessment or identify other health and safety issues
* Co-ordinate personal care rota

**7. Sensory Impairment Support - through liaison with the Learning Support Manager**

* Provide specialist support, ensuring all staff are aware of specialist equipment being used
* Ensure good liaison with Teachers/ Pastoral Tutors
* Hold regular meetings with Agency support tutor
* Ensure lesson notes are available in correct format.
* Collate Braille notes if and when necessary
* Update skills to enable full use of specialist equipment
* Word process notes in suitable font size
* Use basic sign language

**Responsibilities & Grades**

**Learning Support Assistants Level 1:**

The main purpose of the post is to support students with learning difficulties and/or disabilities within their learning programmes and provide assistance with their personal care needs as and when appropriate. The majority of time is spent with students who have learning difficulties and disabilities within a variety of settings.

Post holders will be qualified or competent in the following:

1 General education to at least Advanced level standard necessary for transcription in Advanced level classes. GCSE Maths and English Grade C or above to support the College’s Literacy strategy.

2 Competent IT skills, equivalent to level 2.

3 First Aid qualification or willing to undertake training

4 Competence with the job roles in 1 to 4 above.

5 It may be necessary during the exam season to be available after the usual finishing time to support students who require invigilation cover for extra time, or need transcript completing or printing from laptop after their exam.

The College will normally appoint Learning Support Assistants at Level 1, which covers the SFC’s Support Staff incremental range 15-17 (Scale 2 on the SFCA salary spine), where competence in the roles 1-4 above is needed. These posts can be for staff without a qualification relating to Learners with Learning Difficulties and Disabilities (LLDD).

**Learning Support Assistants Level 2**:

The main purpose of the post is to support students within their learning programmes. The majority of time will be spent with students in the classroom/LRC/Study Zone, who need a little extra support and guidance to keep on line and up to date. There will be a requirement to undertake administrative tasks relating to student retention and achievement e.g. taking registers and following up any poor or non-attendance.

For appointment to Level 2 the following additional qualifications or skills will normally be required:

1 Knowledge and experience of supporting students with specific learning difficulties e.g. dyslexia or dyspraxia.

2 Suitable experience of Learning Support work.

3 Competence in a specific special support area of work as described in the job roles 1 - 5a inclusive.

4. Supporting the Supervised Supported Study and Study Skills programmes



**PERSON SPECIFICATION**

**LEARNING SUPPORT ASSISTANT (Level 1) See below for additional criteria relating to Level 2**

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| **Requirements** | **Essential/Desirable** | **Assessment Methods** |
| **Education & Training** | **Essential**  Good general education to Level 3 (Advanced level or equivalent) for transcription in A level classes  GCSEs or equivalent in Maths and English at Grade C or above | A, Q |
| **Desirable**  A recognised First Aid qualification or willingness to achieve one. | A, Q |
| **Knowledge & Experience** | **Essential**  Awareness of and interest in supporting students with specific learning difficulties eg dyslexia or dyspraxia.  Competence in a specific special support area of work as described in the job roles 1 - 4 inclusive. | A, I, R |
| **Desirable**  Willingness to gain qualification within Learning Support. | A, I |
| **Skills & Aptitude** | **Essential**  Competent IT skills, equivalent to level 2  Ability to transcribe A level notes  Good communication and organisational skills  Willingness and ability to work additional hours at the end of a day during busy periods eg exam season  Effective team worker | A, R, T\*  T\*  A, I, T\*  A, I  A, I, R |
| **Desirable**  An interest in Further Education and young people | A,I |
| **Other factors** | **Essential**  Physical ability to assist with personal care  Commitment to ensuring high quality support for students within the Learning Support department structure  Motivated, adaptable and hardworking  Commitment to equal opportunities, inclusion and safeguarding  Diplomatic and friendly manner  Honest and trustworthy | A, I, R |

A = Application form, I = Interview, Q = Qualification evidence, R = References, T = Activity

\* The activity will include taking notes from a dictated piece and then word-processing to ensure accuracy and clarity.

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**For appointment to Level 2 the following experience or abilities will be required:**

1 Knowledge and experience of supporting students with specific learning difficulties e.g. dyslexia or dyspraxia.

2 Suitable experience of Learning Support work.

3 Competence in a specific special support area of work as described in the job roles 1 - 5a inclusive.

4. Ability to support the Supervised Supported Study and Study Skills programmes

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate without re-advertising the post.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries, emotional resilience when dealing with issues of student discipline.

If candidates are shortlisted any relevant issues arising from references will be taken up at interview.