

Job Title: Learning Support Assistant
REF: ME2021012b

Background to Post

Northampton College is proud, as the leading provider of further education in the South East Midlands region, to have been ranked, in the 2018/2019 National Achievement Rates Tables (NART), as 7th out of almost 200 colleges for 16 to 18-year old education and training. 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 Additional Learning Support service comprises of both academic and business support functions. The service sits within the school of Maths, English and Learning Support and is well resourced and supported by the Executive Management Team. ALS is allocated across the college for students with Special Educational Needs and Disability, and in response to outcomes in Education Health and Care plans.

The team services study programmes ranging from Foundation Studies, Entry Level 3 and at Levels 1 – 3 up to Advanced Level, learners on apprentices and potentially students on higher education courses.

Due to the diverse nature of the students we work with, we welcome applicants from backgrounds both within and outside of Education

Directorate: **School of Maths, English & Learning Support**

Section/Department/Team: **Additional Learning Support**

Location: **Booth Lane**

Scale of Post: **BUS 2**

Responsible to: **Learning Support Assistant Supervisor**

Responsible for (staff): **N/A**

Job purpose

Learning Support Assistants (LSAs) work to assist subject teachers to enable their student to reach their greatest potential whilst studying at college. LSAs are also supported and directed by specialist practitioners.

Duties and responsibilities

Specific

- Support learners in learning situations: for example, note taking, re-interpreting instructions
- Facilitate non-taught activities: for example, Breakfast Club, lunch times etc.
- Support learners with their College experience - this may include activities off site
- Support learners during examinations

- Assist with the assessment of support needs
- Ensure that the learner support plan is carried out and shared with appropriate teaching staff working co-operatively with others as required
- Facilitate and monitor the use of specialist equipment
- Adapt teaching and learning materials
- Assist with the review of student support requirements
- Record and monitor the needs of learners
- Provide evidence of support for audit purposes
- Be fully conversant with Learning Support plans
- Liaise with teaching staff
- Contribute to case conferences
- Assist Learners with personal care if required
- Be an effective team member.

Generic Business Support

Your duties may include, but will not be limited to: -

- 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 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.

EMPLOYMENT INFORMATION - Business Support Scale 1 - 4

This post is subject to Northampton College, Conditions of Service for Business Support staff and a six-month probationary period. On completion, you will be expected to participate in the College's appraisal system.

All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed.

Please note that if this post requires unsupervised access working with children under 18 years and/or vulnerable adults, if appointed you will be required to complete a criminal record check by the Disclosure and Barring Service (DBS).

Hours of Duty: 23 hours per week 35-36 weeks per year
Job share may be considered for this post

You will be required to be at work for a total of 805 hours per year. This will usually be completed on 175 days over a period of 35-36 weeks based around student term times. Holiday, including entitlement to Bank Holidays and Closure Days, will be taken outside this working time, unless by prior arrangement with your line manager.

Salary: In the range of £17,068 - £17,970 pro rata
(Actual Salary based on 23 hours/35 weeks
£8,224.49 - £8,659.13pa)
Depending on skills, experience and qualifications

Holidays: Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata, including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year.

Applications should be submitted online via the Northampton College website
<http://www.northamptoncollege.ac.uk/working-for-us/>

Telephone: (01604) 734039 (recruitment line/voice mail)
Fax: (01604) 491238

Closing Date: Friday 22 January 2021
Interview Date: Monday 1 February 2021
Interviews will be conducted remotely via Microsoft Teams

We strive to achieve diversity in our staff to reflect the community we serve
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Other Information

Equal Opportunities

The College is committed to the principle of equality of opportunity and requires that the post-holder adheres to the College's Equality & Dignity at Work Policies. The aim is to ensure that no colleagues, learners, potential employees, governors, visitors or others are harassed, or receive less favourable treatment on the grounds sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Training and Appraisal

Opportunities for training are available to all members of staff, and you may be required to attend, from time to time, training courses concerning your employment. The College also operates an Appraisal System, and all members of staff are expected to take part in the process.

Health and Safety

Under the Health & Safety etc. at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

Safeguarding

The College is committed to the safeguarding of all its students, staff and visitors and provides a safe physical environment. The College ensures safeguarding legislation and guidance are adhered to and considered when developing and revising policies and procedures. The College has policies and procedures in place to deal effectively with child protection and safeguarding issues as well as recording and monitoring processes. The College has a legal duty to ensure measures are in place to safeguard students from radicalisation and extremism and as such actively encourages the promotion of British values. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities and to promote values of openness, tolerance and facilitating free debate

Data Protection

Computer information should only be accessed if this has been authorised and is necessary as part of the post holder's work. Unauthorised action being taken, in accordance with the College's disciplinary procedure, may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1998 and the Computer Misuse Act 1990.

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.

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Grade:2

	Essential	Desirable	Method of Assessment
Education/Qualifications	<ul style="list-style-type: none"> Minimum of Level 2 qualifications in maths and English 	<ul style="list-style-type: none"> Support qualification Level 3 qualifications in Literacy or Numeracy 	A,I
Experience		<ul style="list-style-type: none"> Experience of working in an educational or care setting Experience of working with young people and adults with disabilities 	A,I
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> An understanding of the significance of equality of opportunity The ability to travel between the two Northampton sites An understanding of the need to promote independent living and learning. The ability to work with a wide variety of both staff and learners The ability to be patient and adaptable. 		A,I
Circumstances	<ul style="list-style-type: none"> Willingness and ability to travel between sites as part of the role 		A,I
Attributes	<ul style="list-style-type: none"> Demonstrable commitment to the values of the college [Passionate, Inclusive, Innovative & 		A,I

	Optimistic], including its commitment to promoting equality and diversity in employment		
Level of physical ability and activity	<ul style="list-style-type: none"> Occasional Lifting may be required Frequent need to move around the buildings and sites will be required 		A,I

Method of Assessment - A = Application Form, I = Interview, T = Test or Exercise, P = Presentation, PP = Personality Profile.