

Applicant Pack

NEWHAM
COLLEGE
LONDON



Job Title: Learning Support
Assistant (SEND)

♥ **LOVE WHAT** ♥
WE DO! ♥



Our Staff are the Bedrock of Our Success

Externally validated reports by Ofsted, Tribal, and Investors in People recognise the hardworking staff and the high staff morale that have and continue to make Newham College:

- A positive and stable workplace, where our staff feel valued and appreciated through popular end-of-year celebrations, CPD Days, and access to learning opportunities.
- London's top-performing Large FE College since 2018.
- An institution that has ensured its students have not been impacted by industrial disruptions in over 20 years, achieved through strong and positive relations with respective industrial unions.
- An Ofsted 'Good' grading with 'outstanding' features – Full Inspection April 2023.
- A place where our staff are optimistic and positive about how the college continually invests in its people and teams.
- An institution with an innovative culture that leads to improvements in infrastructure, environment, effective communication, and leadership accessibility.

About the Role

The Learning Support Assistant will provide high-quality support to learners with learning difficulties and/or physical disabilities, enabling them to access learning, develop independence, achieve their potential, and integrate fully into the college community. Working closely with teaching staff and managers, the postholder will contribute to an inclusive and supportive learning environment.

Contract Type:

Fixed Term Contract; Term Time Only

Start Date:

TBC

Hours:

28.8 hrs per week

Probation period:

6 months

Location:

Across all campuses

Salary: £23,074 - £23,820

(FTE: 28,397 - 29,314 per annum)

Grade: Business Support 4

Pension:

Local Government Pension Scheme

Reporting to:

LSA Manager (SEND)

Other Benefits:

Excellent employment benefits including generous annual leave, a public sector pension scheme and great opportunities for CPD



Job Responsibilities

1. Under the direct supervision of teaching staff, assist in the delivery of the curriculum by supporting learners individually or in small groups and provide regular feedback to teachers and learners about progress and attainment.
2. Keep records of support provided as directed by the SEND management team.
3. Respond appropriately to requests from learners for support in the learning process to maximise their skills, abilities, potential and independence.
4. Support the physical, intellectual, emotional, and social development of learners, including contributing ideas and suggestions to support planning, to meet their development needs.
5. Assist with behaviour management in and out of the classroom with support from the teaching team and SEND management team.
6. Supervise learners on arrival at college, during lunchtimes and breaks (including cutting up food and feeding where required) and ensure they leave the premises safely at the end of the day.
7. Provide personal care support in line with the college policy and guidelines. This may include support with toileting, support at break times and administration of medication.
8. Supervise and support community-based learning and educational visits as required.
9. Assist those with physical mobility problems to navigate the building, move from site to site and participate fully in off site visits safely.
10. Assist learners to use the canteen, LRC and other resource areas.
11. Create visual displays, in accordance with the requirements of the teacher, to facilitate a relevant physical learning environment.
12. Create, adapt, and use a range of resources and strategies to meet learners' needs including e-resources.
13. Contact home or other external agencies as directed by managers or teaching staff.
14. Support learners in a social context through encouragement, listening and talking.
15. Attend LSA, course, directorate, College wide meetings and CPD sessions.

16. Follow risk assessments and emergency procedures which are in line with college policy.

Equal Opportunities

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

Person Specification

Essential	Desirable
Qualifications	
• Minimum of Level 2 literacy and numeracy (GCSE Grade C/4) • IT skills sufficient to support learners and to develop learning resources	
Experience	
• Significant recent experience of supporting learners with SEND • Experience of a range of, or, learning difficulties and or disabilities • Experience of managing complex behaviour and the emotional and physical resilience to work with learners who display behaviours that challenge • The willingness and skill to undertake direct personal care tasks as required, including using a hoist • To have a flexible approach in order to support learners according to their EHCP • An understanding of health and safety requirements of a working environment • Demonstrate an understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge • Good standard of written/verbal communication skills • Good interpersonal skills and the ability to communicate effectively with colleagues, students, parents/carers, and external agencies • Self-starter, well-motivated and enthusiastic with a successful track record in continuous personal development in issues related to SEND	• The experience/ interest or relevant qualification to support in vocational contexts e.g., art, drama, music, retail, cookery, customer service, horticulture • Experience of using Makaton sign and/or PECS (Picture Exchange Communication System)

• A satisfactory DBS disclosure at Enhanced level • Demonstrable commitment to the College's vision and values	
Personal Values	
• Commitment to the College values • Good understanding of Further Education and a commitment to enable equality of opportunity in all aspects of College • Promotion and celebration of cultural diversity • Enthusiasm, energy and dedication for the role	

Information for Applicants

Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent.

A criminal record will only be taken into account for recruitment purposes where the conviction is relevant to the position being applied for and, if this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for staff applying internally.

Further information about the Disclosure scheme can be found at: www.gov.uk/dbs. Copies of the DBS's Code of Practice and Newham College Recruitment Policy for posts requiring disclosure are available on request

Safeguarding Statement

Newham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be made subject to the following recruitment checks:

- **Satisfactory medical clearance**
- **Evidence of the right to work in the UK**
- **Proof of identity**
- **Proof of National Insurance**
- **Satisfactory references covering a 3 year period and/ or 2 different references**
- **Satisfactory evidence of qualifications**
- **Enhanced Disclosure and Barring Service (DBS) clearance**
- **Barred List check**
- **Overseas criminal record check, if worked or lived outside of the UK 5 years prior to a conditional offer of employment is made**
- **Declaration of any disclosable, unspent criminal convictions, cautions or reprimands**
- **Prohibition check (Teaching and Curriculum Management staff only)**
- **Social media check**
- **Proof of qualifications**



Equal opportunities

Recruitment Process

We aim to keep our recruitment process straightforward. However, because we work with children and vulnerable adults, we must follow Safer Recruitment principles throughout.

Application

To apply for a vacancy, please complete the online application form for the role you are interested in. We are unable to accept speculative CVs.

As part of your application, you will need to submit a supporting statement outlining how you meet each requirement in the person specification. This is an essential part of the assessment process and is used to determine who is shortlisted for interview.

Shortlisting

After the vacancy closing date, the recruiting manager will review applications and shortlist candidates for interview. The shortlisting process is carried out anonymously.

You will be informed within four weeks of the closing date whether or not you have been shortlisted. Please note that we are unable to provide feedback on applications that have not been shortlisted.

Interview

Interviews are competency-based and held face-to-face at one of our sites. At least one panel member will be trained in Safer Recruitment practices, which will be followed throughout the interview.

To ensure fairness and consistency, our interviews follow a structured format. You may also be asked to complete a timed assessment or deliver a presentation. At the end of the interview, you will have the opportunity to ask questions about the role or the organisation.

After Your Interview

The successful candidate will be contacted by the recruiting manager as soon as possible after the interview. If you are not successful, we will also notify you promptly. Feedback can be provided on request.

Pre-Employment Checks

If you accept an offer of employment, you will need to complete the pre-employment checks outlined earlier in this pack.

Mandatory and Statutory Training

During your first week at Newham College, you will be required to complete all mandatory and statutory training relevant to your role.

Induction and Probation

When you join Newham College, you will receive an induction and be introduced to your team and workplace.

Throughout your probation period, 6 Months for Business support and 9th Months for academic, we will assess your suitability for the role, including whether your conduct and behaviours align with the College's Code of Conduct.