
TITLE: Senior Support Worker

GRADE: Scale 6

RESPONSIBLE TO: Supported Learning SCM

PURPOSE OF JOB:

- To supervise, line manager lead a small team of Learning Support Assistants to ensure learners social and physical needs are met, enabling them to safely engage in learning.
- To lead and support practice development within the team and will provide coaching and mentoring to their small team of Learning Support Assistants.
- To take a lead role in the support for learners with special educational needs and access, health, personal care and mobility needs.
- To be responsible for preparing and maintaining up to date support plans and co-ordinating the provision of high quality, individualised support by the support staff.
- To demonstrate a proactive approach to achieving a positive, engaging promotional and relationship building role with the Local Authorities, social services, parents/carers and other professional agencies.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.

- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

- 3.1 To adhere to relevant staff policies and the college's professional code of conduct and to always perform your duties in a professional manner being mindful of confidentiality as appropriate.
- 3.2 To provide training, advice and support to Learning Support Assistants. To plan to meet these in conjunction with the SL SCM.
- 3.3 To assist teachers in the classroom as required to facilitate learning for learners with learning difficulties and/or disabilities.
- 3.4 To ensure all paperwork is completed in a timely manner, such as Support Plans, Risk Assessments, Peeps.
- 3.5 Lead the Learning Support Assistants in writing, implementing and reviewing support plans.
- 3.6 To work closely with the SL Administrator, Transition Worker, Senior Support for Behaviour to arrange learners' annual reviews, taster days, arrangement of school observations for potential High Needs Students and those with EHCPs.
- 3.7 To take part in learner annual reviews, contribute to support planning processes and update learner monitoring on e-trackr.
- 3.8 To ensure medication is logged, in accordance with the College Medical Nurse and Health Care Plans are up to date. Provide physiotherapy exercises where necessary, ensuring LSAs have been trained and room is suitable for exercises
- 3.9 To support and assist learners with a wide range of disabilities in the management of their personal care needs during the day.
- 3.10 To provide training and support to LSAs who are undertaking personal care needs, ensure personal care records are kept up to date. There is a sufficient stock of personal care items available and the room is kept clean.
- 3.11 To liaise directly with families/carers regarding student attendance/timekeeping, health and personal care needs of learners.

- 3.12 Ensure Learning Support Assistants' timetables are in place to meet the contracted hours of support.
- 3.13 To provide cover for support if a Learning Support Assistant is absent.
- 3.14 To take part in staff training relevant to the post and share good practice.
- 3.15 To hold regular team meetings with the Learning Support Assistant. To take part in staff meetings, case reviews, curriculum planning meetings and other meetings essential to supporting learner progress.
- 3.16 Provide day to day supervision for Learning Support Assistants to ensure learners' needs are met.
- 3.17 To undertake other duties as may be reasonably required within the grade of the post.

4. Person Specification:

- 4.1 Good standard of education especially in English and Maths (Grade 4 or above) and IT.
- 4.2 Experienced and qualified in, or willing to obtain qualifications in learning support and/or teaching literacy, numeracy or ESOL. (Desirable)
- 4.3 Experience and qualified in, or willing to complete training in Level 2 qualifications relevant to learners with learning difficulties and/or disabilities. (Desirable)
- 4.4 Experience and trained in providing personal care (Essential)
- 4.5 Experience and trained in, or willing to undertake training in providing First Aid (Desirable)
- 4.6 A knowledge and understanding of good practice supporting learners with learners with additional learning needs; including those learners with more complex needs.
- 4.7 Ability to work collaboratively with the Supported Learning SCM, DGCD, GCD and other colleagues as a member the Supported Learning team as appropriate.
- 4.8 Good communication skills (written and verbal). An ability to use initiative in prioritising and organising their work.
- 4.9 Able to undertake Risk Assessments, or willing to undertake relevant training in order to do so. (Desirable)
- 4.10 Ability to follow appropriate college administrative systems. (Desirable)
- 4.11 Awareness of Health & Safety issues in the care and supervision of learners with learning difficulties and/or disabilities.
- 4.12 An understanding and commitment to Equality and Diversity and practical ideas for their implementation.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.