Notre Dame
CATHOLIC SIXTH FORM COLLEGE

have faith in your future

LEARNING SUPPORT ASSISTANT (PART TIME, FIXED TERM)

Appointment will be made on the Sixth Form Colleges' Association Salary spine for support staff from spine point 20 - £17,443 to point 21 - £17,946, pro rata. Two years, fixed term from 1 September 2017 to 31 August 2019.

The Governors seek to appoint an experienced Learning Support Assistant to commence September 2017. This is offered on a **30 hours per week**, term time (190 days per year) only basis (i.e. 0.676 full time equivalent to 0.685 fte).

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

BACKGROUND

Notre Dame is a Catholic Sixth Form College located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. It is a very successful college of approximately 1900 full time 16-18 year olds. The College is rated as 'Outstanding' by Ofsted and is heavily oversubscribed. This is in spite of the fact that the College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage).

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment which lives by its mission to build a community based on faith and trust. Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Although parts of the campus are 100 years old, there has been extensive new building work in recent years. A further five teaching blocks were opened during the last 12 years, including new science labs and the latest addition opened at Easter 2016.

At present approximately 92% of students follow A Levels or Applied Level 3 courses. The remainder follow Level 2 courses.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

Notre Dame's success rate makes it one of the best sixth form centres in the region. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places.

Recruitment and Selection Policy Statement

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

LEARNING SUPPORT AT NOTRE DAME

The Learning Support department has a cross-college role supporting the learning of students on all courses, to enable them to achieve their full potential. It offers additional learning support to students with learning difficulties and/or disabilities and also to those with literacy, numeracy and study skills needs. Students are offered taught sessions individually, in small groups, or on-course. The department works with external agencies, as required, to meet the needs of students.

The College continues to develop a whole college approach to inclusivity, with staff and students working together. A programme of adjustments to the buildings, materials used and teaching methodology is on-going. It is the Learning Support department's responsibility to identify students with additional learning needs and share how these will be met during the student's time at Notre Dame, including Access Arrangements for examinations.

Job Description

Post: Learning Support Assistant (LSA)

Responsible to: Head of Department – Learning Support

Responsible for: Student caseload as directed

Main purpose of the post:

To provide appropriate academic learning support for students within lessons, having regard for confidentiality and Data Protection issues and maintaining student records to comply with internal and external requirements.

Responsibilities:

1. To work flexibly across curriculum areas using a range of learning strategies, responding to individual learning needs and styles in order to assist students to access the curricula contained within their study programmes.

2. To work on a one to one or small group basis supporting students in classes.
   Support could include:
   - Assisting students to overcome barriers to learning
   - Helping students to access the curriculum
   - Note taking
   - Working on generic skills such as literacy/numeracy/communication

3. To liaise with teachers and other staff members as appropriate.

4. To undertake administrative duties in relation to the role including assisting with the collection and maintenance of documentation and checking data.

5. To ensure documentation complies with internal and external audit requirements.

6. To assist in the student recruitment process and open day / evening events as appropriate.

7. To participate in the staff CPD process as required and assist in the development of learning support materials to support students' needs.

8. To contribute to individual target-setting and reviews to help students meet their full potential, together with College targets for Retention, Achievement and Success Rates.

9. To assist in the implementation of exam access arrangements as appropriate.

10. To be aware of and abide by the College health and safety procedures and associated polices to ensure the safety of students.

11. To proactively implement and comply with the College's policies and procedures.

12. To undertake any other appropriate duties as may be requested by the Principal.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	• Relevant experience of supporting students in classes	• Experience of supporting within FE, working across curricula at Level 2/3. • Experience of working with students with learning difficulties and/or disabilities. • Experience of working with EAL students	Application form and interview
EDUCATION & TRAINING	• GCSE English & Maths or equivalent	• Learning disabilities / difficulties qualification • Qualification at Level 3 • Degree or equivalent qualification	Application form and qualification certificates
SPECIALIST KNOWLEDGE & SKILLS	• Relevant knowledge of learning disabilities / difficulties • Well developed literacy & numeracy skills • Good communication & presentation skills • Excellent organisational skills	• Understanding of A Level specifications • First aid qualification	Application form, interview, references

ADDITIONAL FACTORS	• Ability to use own initiative to organise own workload • Ability to work as a member of a team • Flexible approach and positive attitude to work • Commitment to inclusion • Commitment to safeguarding and promoting the welfare of young people • Ability to empathise and build positive relationships with young people • Commitment to support the College ethos		Application form and interview

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and *you should address each of these clearly in your application.***

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Closing date: Noon on Monday, 26th June

It is intended that interviews will take place during week commencing 3 July, 2017.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.