

Job Description:

Learning Support Worker Technician (ELSA)

Reporting to: SEND Transition Lead**Key purposes of this role:**

- Co-ordinate the ELSA support service for identified students
- Plan, develop, coordinate and deliver ELSA support sessions for identified learners, ensuring appropriate records are kept by all staff delivering this support.

	This front-line support post is accountable for:
Co-ordinate the ELSA support service for identified students	Coordinating and at times delivering ELSA support to learners with a range of SEMH needs as identified within EHCP's or whilst at college.
	Ensure appropriate records are kept for all delivery of ELSA support to learners.
	Coordinate and direct staff as appropriate to ensure ELSA support is delivered and monitored effectively.
	Devise and develop creative and engaging ways to deliver ELSA support to students, ensuring that support is appropriate and relevant and complies with ELSA support regulations.
	Liaise with staff across the college, gathering feedback to improve the service and ensure it is tailored to meet the needs of identified students.
To be responsible for the successful high quality support for individuals or groups of learners in class/out of class and in workshop situations.	Use transition, application and pre-enrolment information to effectively support learners (including one page profiles, Education, Health and Care Plans and My Plan / My Plan+).
	Actively encourage learners to work towards their individual targets and facilitate learners to make choices and become more independent.
	Developing an understanding of the special educational needs of the student concerned
	Building and maintaining successful relationships with the student, treating them with respect and consideration
	Reinforcing learning. To help students record work in an appropriate way. To develop study and organisational skills. To help keep the students on task and well-motivated. To model good practice. To help build the student's confidence and enhance self-esteem
	Promoting independent learning
	Assisting students with their physical/personal care/medical needs (*intimate care not included)
To work effectively as part of the team, liaising, advising and consulting with teaching and non-teaching staff as appropriate	Being flexible around changes to timetables and which students you support in order to meet the needs of the individual learners and to support other colleagues
	When required, cover for staff in designated study areas or quiet areas, supervising students and taking registers
	Identifying and reporting training needs and undertaking continuing professional development in order to respond successfully to the challenge of new student groups
	Contribute to staff-development and share skills with other staff
	Ensure confidentiality when dealing with student issues and maintain a high standard of communication, record keeping and liaison

	Address problems proactively and liaise effectively with colleagues, managers and support services
Other	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility
	Safeguard and promote the welfare of children, young people and vulnerable adults
	Be aware of, work within and respond to national changes in policy, guidelines, regulations and legislation relating to SEND (Children and Families Act 2014 and the SEND Code of Practice), reasonable adjustments (Equality Act 2010) and exam board requirements (JCQ).
	Support with open events and other marketing activities as requested.

- This role is term time only – 39 weeks from August enrolment through to week 38 of term.
- All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity and customer service ethos
- Incremental progression is subject to satisfactory performance
- Annual targets for each element in this job description will be agreed annually with your Line Manager

Indicators/ sources for reaching performance judgements (not exhaustive):

Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy

- Client / Student Feedback incl. Student Voice
- Student success and retention
- Feedback from teaching / pastoral / Academic Support staff

Personal Profile:

	ESSENTIAL	DESIRABLE
Qualifications	GCSE English and Maths Grade C or above	L3 qualifications or industry experience in one of the T level areas
	Possession of appropriate ELSA qualification and 2-years' experience of delivering ELSA support	Teaching Assistant BTEC
Experience	Understanding and experience of supporting learners with a range of additional support needs, learning difficulties and/or disabilities.	
	Experience and understanding of the pastoral and academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively;	
Personal Qualities	Suitable to work within a College environment in the presence of children, young people and vulnerable adults and to act accordingly	The ability to manage young people and cope with challenging behaviour.

	Good IT, organisational and interpersonal skills	
	Be an effective and sensitive team player	
	Willingness to work with students of all age groups and levels of ability	
	Excellent interpersonal skills, in particular the ability to work effectively with staff, learners, parents and support staff.	
	Innovative, pro-active and committed to high standards in student achievement	
	Good understanding of health and safety issues	
	The enthusiasm, imagination and ability to help organise staff development activities	

Entitlement:

Just as the College has legitimate expectations of you and the fulfilment of your role, so you are entitled to expect from the College enhancement of your personal and professional development and the creation of a working environment characterised by supportive and collegiate interaction.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.