

Job description: Learning Support Assistant – Variable Hours

Status	Variable – Hourly Paid
Base	Cross College <i>The post holder will be required to work across College sites and at other locations</i>
Salary	£16.67 per hour including £2.43 per hour holiday pay paid termly
Hours of work (per week)	Variable/Hourly Paid
Reports to	ALS Manager
Manager to	No line management responsibility

ROLE PURPOSE

- To provide support for learners with a range of support needs, such as Autistic Spectrum Disorders, Mental Health, ADHD etc. to help them achieve their learning goals.
- To promote the inclusion of students who have learning difficulties and or disabilities.
- To work alongside ALS and Curriculum staff to devise strategies to facilitate 1-1 or group support that leads to the achievement and progression of students with Learning Support needs.

MAIN ACCOUNTABILITIES

1. To agree support plans with learners who have a variety of needs; to monitor the effectiveness of support arrangements and to monitor and review learner progress.
2. To plan the delivery of support and to provide support as required inside and outside

the classroom to enable them to fully participate in activities

3. To establish constructive relationships with learners and interact with them according to individual needs
4. To work closely with tutors in the planning, monitoring and reviewing of learners' progress
5. To support learners with their work and to help learners develop their social skills, planning and time management skills, confidence, self-esteem and independence
6. To work proactively to encourage learners to attend classes and achieve their learning goals. To follow up on non-attendance promptly and provide support and guidance to encourage a return to classes
7. To regularly review learners' progress and provide feedback to learners, parents and ALS Manager
8. To keep accurate records of all support work carried out and to present information as required for census and audit purposes
9. To remain vigilant as to the welfare and safeguarding concerns of students and escalate these with support from with Line Manager and in accordance with the College's Safeguarding Policy and Procedures

GENERAL COLLEGE RESPONSIBILITIES

1. To work in a manner that adheres to and further the College's values.
2. To attend relevant training and meetings as required.
3. To be committed to Continuous Professional Development (CPD), meeting any annual requirement for CPD / scholarship and to keep up-to-date professionally.
4. To contribute to the effective management and promotion of equality and diversity.
5. To work in accordance with the Health & Safety at Work Act, ensuring the College is a safe environment for staff, students and visitors.
6. To work at all times in accordance with Morley College London's policies and procedures and Staff Competencies Framework.
7. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with.

SAFEGUARDING AND PREVENT

1.	To work in accordance with the College Safeguarding and Prevent policies, ensuring the College is a safe environment for staff, students and visitors, and reporting concerns regarding the abuse or radicalisation of children and/or vulnerable adults as appropriate.
2.	To promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and with whom they come into contact.

WORKING WITH

The post holder will develop productive working relationships across the College. In particular this role will work closely with:

- Student Services teams across the College
- Information Services Staff
- Facilities and Security staff
- Curriculum staff

PERSON SPECIFICATION

Job Title:	Learning Support Assistant – Variable Hours
Essential Criteria:	
Qualifications <ul style="list-style-type: none">• Educated to Level 3 or Equivalent or above	
Experience <ul style="list-style-type: none">• Experience of working in a team in a pressured student focused environment• Experience of working face to face with students	
Knowledge and skills <ul style="list-style-type: none">• An understanding of the Further and Adult Education landscape and the expectations of students within this environment• Knowledge of challenges faced by individuals in accessing education• High Level of IT Skills with experience of working with Microsoft Office products	
Other requirements <ul style="list-style-type: none">• Track record of liaison across organisation to meet common goals• An understanding of the correlation between a high level of student support service and the success of the college• An inherent understanding of the college's commitment to Equality and Diversity and the capacity to act on this on a day to day basis• Have a commitment to, and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post	

- An awareness of Safeguarding and Prevent and the ability to create and sustain an environment in which the safety and welfare of children and vulnerable adults is paramount
- If regular access to children or vulnerable adults (regulated activity). This role is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an enhanced DBS check and barred list check.

Desirable Criteria

Experience

- Experience of working with a range of people who have a variety of needs: i.e. Autistic Spectrum Disorders including Asperger Syndrome, Dyslexia, Mental Health, ADHD etc.

Main Conditions of Service – Variable Hours

1. You will be employed by Morley College Limited.
2. Normal working hours are undertaken between Monday to Friday and this may include evenings. The successful applicant may be required to work at weekends to accommodate specific College activities. No payment for overtime is made, but appropriate time-off in lieu will be granted.
3. The post is pensionable under the London Government Pension Scheme administered by the London Pensions Fund Authority.
4. There is a 6-month probationary period.
5. The College does not recognise service with any previous employer for calculating continuous service for the purposes of the Employment Rights Act 1996. However previous continuous local government service in accordance with The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999, may be counted as part of continuous employment with the College for redundancy pay purposes.
6. The appointment will be subject to receipt of satisfactory professional references, proof of qualification, proof of address, eligibility to work in the UK, a pre-employment medical check and a DBS check (if applicable).

OTHER INFORMATION

This document outlines the duties required for the time being of the post. It is issued for recruitment purposes and is not comprehensive or exclusive and duties and or reporting lines may be varied from time to time.

The College aims to reflect the diverse community it serves and welcomes applications from suitably qualified candidates from all backgrounds. The College does not discriminate on the basis of race, gender reassignment, disability, sex, marital status, pregnancy and maternity, age, religion or belief, and/or sexual orientation and is committed to making reasonable adjustments for applicants with disabilities.

MAKING AN APPLICATION

Closing date for applications: TBC

Please refer to the guidance notes when completing your application. CV's will not be accepted for this post. Applicants should send a completed application form, giving names, addresses and telephone numbers of two professional referees, together with any supporting information by the closing date.

Applications can be submitted via email to recruitment@morleycollege.ac.uk

March 2023