Job Description

Learning Support Practitioner

Casual (Bank)

Waltham Forest College

INTRODUCTION

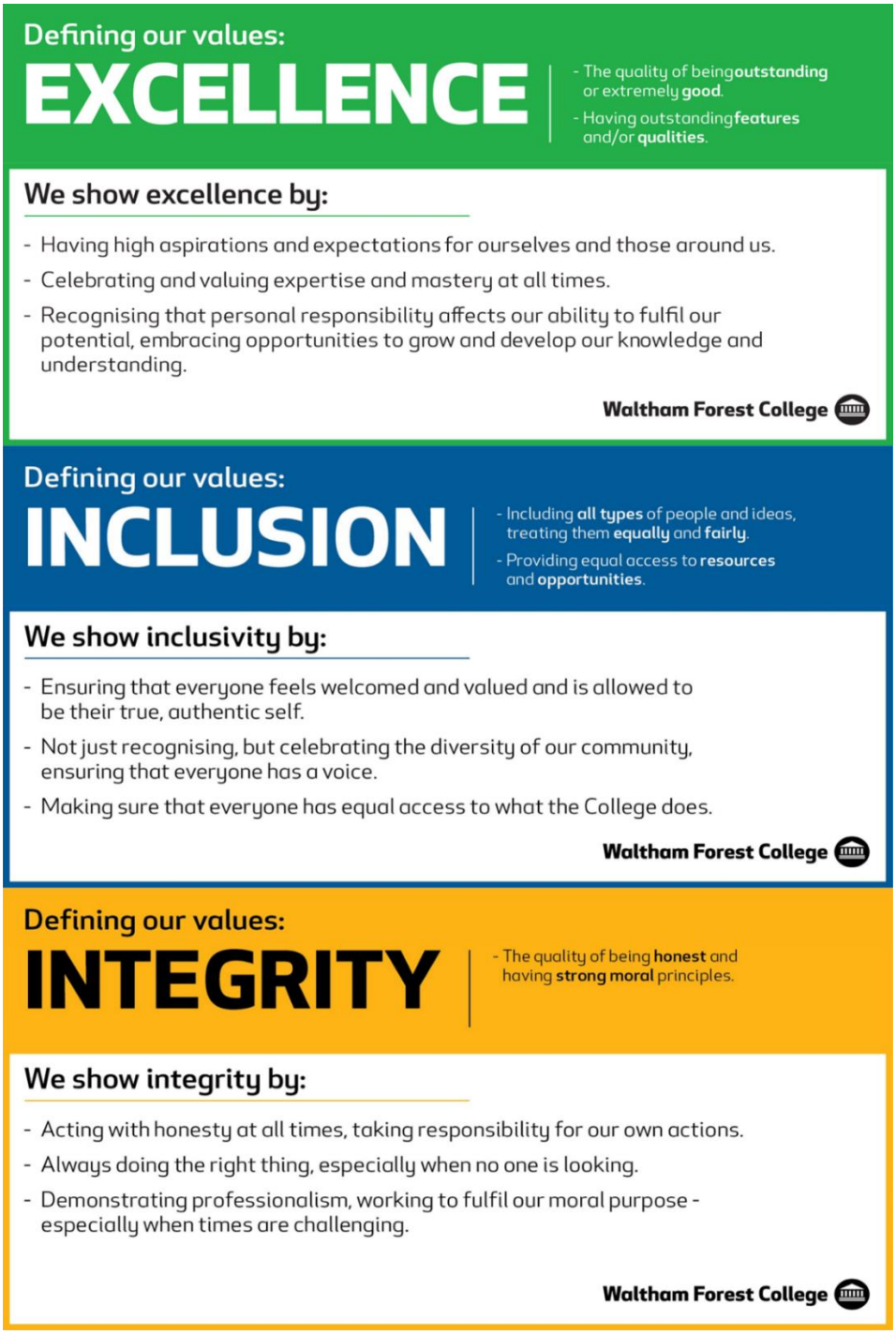
OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES



JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Learning Support Practitioner
Department	ALS
Pay Spine	London Living Wage
Post Reports To	ALS Manager

POST OUTLINE:

To work as member of the Learning Support Team providing a high standard of support to learners with special educational needs, disabilities, learning and mental health difficulties in conjunction with Curriculum staff to ensure learners develop and achieve their goals.

MAIN TASKS:

To provide high quality and responsive learning support provision which enables learners to develop their skills, promoting the highest level of independence and achieve their goals.

To develop professional working partnerships with teaching staff, and other relevant professionals, to identify learner support needs and implement evidence-based strategies to support achievement.

To maintain records of support, set targets and undertake regular reviews for individual students in response to their assessed needs, which will provide evidence for the Additional Support Funding claim.

Work with the teaching staff to prepare resources and differentiated materials to support individual needs and support preparations for assessments and examinations.

To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College

To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.

JOB ACTIVITIES:

To provide Learning Support for individual learners both in classes and on a 1:1 or small group basis.

Assist in creation of various support plans including behavioural development and personal care plans

Provide Lunch cover support and behavioural support if assigned to a student with such needs

Assist with basic personal care activities

Understand student needs as per their EHCP and associated specialist reports

To Review targets with Specialist support staff, curriculum and student/parent.

Help Specialist Support Practitioner with the preparation of additional student resource.

To identify the needs of learners through transition information, in-class observation, referral and assessment and to refer learners for specialist assessments of learners as appropriate.

Assist Specialist Support Practitioner in devising support plans, detailing support strategies, to enable other Learning Support Staff and Lecturing Staff to understand a learner's individual needs and how best to support them.

To work with Curriculum staff and other relevant staff to set learner targets that are reviewed periodically and to amend targets as and when appropriate.

Attend case conferences as and when required to present your allocated student/s

Participate in Annual Reviews as and when required

Report student progress /behavioural concerns if any

To record all support delivered and to maintain up-to-date high quality auditable records of support.

To maintain confidentiality and security of all documentation and other information pertaining to learners.

To develop and utilise innovative, high quality learning support strategies and resources that will meet the needs of learners and enable the College to progress inclusive learning.

To work as part of a multi-disciplinary team and ensure that learners are signposted/ referred to other support as required.

To work together with teaching staff to raise awareness of additional support needs and to devise and implement strategies to develop a learner's self-confidence promoting autonomy.

To attend and contribute to team meetings and to have regular meetings/ liaison with Lecturing Staff to ensure that learner needs are met.

To contribute to the College initiatives such as Interview Evenings, Parents Evenings, Open Evenings, enrolment and other special events.

To contribute to Self-Assessment Reports (SARs).

To engage in Continual Professional Development to ensure that specialist knowledge is up to date and informed by sector developments.

To provide assistance and cover for colleagues as necessary, taking on additional projects as required.

Waltham Forest College commitments

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

Be a positive ambassador for the College at all times.

To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.

Adhere-to the College policies, codes, procedures and frameworks.

Undertake continuing personal and work related professional and skills development.

Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.

Be a positive role model in terms of supporting and promoting equality & diversity.

Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.

Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.

Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

Person specification

Essential/Desirable criteria will be identified at*	AF	I	A
EDUCATION AND TRAINING			
• Level 2 English qualification	**E**		**E**
• Level 2 maths qualification	**E**		
• Recent Training in the field of Disability/ SEND	**E**	**E**	**E**
• Qualification in Additional Learning Support	**D**		
• British Sign Language Qualification	**D**	**D**	
EXPERIENCE			
• Experience of supporting people with Special Educational Needs and Disabilities	**E**	**E**	**E**
• Experience of support students within SEND settings	**E**	**E**	**E**
• Experience of supporting students with Autism and various specific difficulties and disabilities	**E**	**E**	**E**
• Experience of supporting young people/ adults with significant barriers to learning	**E**	**E**	**E**
• Experience of working effectively in a team	**E**	**E**	
• Experience of setting targets and supporting the achievement of targets	**D**	**D**	
• Experience of using a wide range of strategies to support learners to develop their independence and to achieve their goals	**E**	**E**	**E**
• Experience of promoting awareness of disability and good practice	**D**	**D**	
• Experience of using assistive technology	**D**	**D**	
SPECIAL ABILITIES AND APTUTUDE			
• Excellent organisational skills		**E**	**E**
• Creative and problem solving approach		**E**	**E**
• Ability to work flexibly		**E**	
• Ability to work with complex needs student including those who may need basic levels of personal care	**E**	**E**	**E**
• Ability to empower young people/ adults to achieve		**E**	**E**
• Ability to communicate effectively and support Lecturers to deliver inclusive practice.		**E**	**E**
• Excellent IT Skills	**D**		
• Ability to work with parents/carers, outside agencies and other professionals	**D**	**D**	
• Disability Awareness		**E**	**E**
OTHER REQUIRMENTS			
• Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	
• Commitment to working with diversity and a range of ability levels	E	E	
• Commitment to the highest possible levels of health and safety for students, staff and others	E	E	
• Flexible approach to hours and duties		E	
• Ability and willingness to undertake continuous professional development	E	E	
• To have strong sense of purpose and the drive to achieve agreed goals		E	

* **Key:** AF = Application Form, I = Interview, A = Assessment