

WELCOME

Rochdale
sixth form
college

JOB DESCRIPTION & PERSON SPECIFICATION:

Learning Support Officer



**OFFICIALLY
OUTSTANDING**

Job Description

Job Title:	Learning Support Officer
Reports to:	Additional Learning Support Coordinator
Remuneration:	All appointments will be made on the nationally agreed Sixth Form College pay spine based on qualification and experience. The salary for this post is Points 20 – 24 currently £18,000 to £20,070 (actual for term time plus 1 week is £15,949 to £17,784).
Contract:	Permanent – 37 hrs per week – Term Time Only + 5 days Required to work to 6pm on a rota basis within our Achievement Centre study area
Start Date:	Immediate

Overall Purpose of the Post

- To implement agreed learning support with individuals/groups and support teaching staff in the learning and development of students.
- To provide detailed and specialist skills/knowledge within the field of SEN (special educational needs)/ALN (additional learning needs).

Key Duties

- Provide in-class and 1:1 support for students with Additional Learning Needs.
- Provide group and 1:1 academic support for students on Achievement Centre Placements
- Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To adapt resources in liaison with teachers prior to lessons to maximise all learning opportunities.
- Establish productive working relationships with students acting as a role model and setting high expectations.
- To give positive encouragement, feedback and praise to reinforce and sustain the student(s) efforts and develop self-reliance and self-esteem.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide support to students in the development of effective study skills/habits

- Provide guidance and assist in the training and development of staff as appropriate.
- To promote the acceptance and inclusion of the student(s) with SEN (ALN), encouraging students to interact with each other.
- To support the student(s) in developing social skills both in and out of the classroom.
- To support the use of ICT in learning activities.
- To complete admin in relation to placements for allocated students – initiate placement following referral from SPDL and manage review process in liaison with the student’s SPDL
- Provide regular feedback to relevant stakeholders (teachers, SPDL, SLT etc.) on the progress of allocated students with ALN/on AC placement and the effectiveness of the strategies employed
- Maintain the environment of the Achievement Centre to facilitate quiet and productive learning
- Complete administration in relation to the learning resources in the Achievement Centre to include the booking of laptop trolleys and the use of the library system to manage the classification and loaning of resources
- Provide support to students in the use of Information Technology applications within the Achievement Centre including the logging of calls to the ICT Helpdesk as required and changing of passwords
- Assist students in the use of the multipurpose printing devices including topping up printer credits and ensuring the devices are stocked with paper
- Where appropriate, to develop a relationship to foster links between home and College, and to keep the college informed of relevant information
- To complete written reports on progress of allocated students with Additional Learning Needs
- To contribute and attend events including Open Evenings/Days, Presentation Ceremony, Consultation Evenings, etc.

Support for the College

The Learning Support Officer will: -

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

Person Specification

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
QUALIFICATIONS AND EXPERIENCE				
1.	Level 2 (GCSE A* - C) in English and Maths.	E	√	
2.	Level 3 (A Level) or equivalent qualifications.	E	√	
3.	Level 3 Certificate for Teaching Assistants.	D	√	
4.	Knowledge of Special Educational Needs / Additional Learning Needs.	D	√	√
5.	Experience of supporting students in a classroom environment, including those with special educational needs.	D	√	√
SKILLS AND KNOWLEDGE				
6.	Ability to establish positive relationships with students and empathise with their needs.	E	√	√
7.	Ability to demonstrate active listening skills.	E	√	√

8.	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs.	E	√	√
9.	Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	E	√	√
10.	Ability to offer constructive feedback to students to reinforce self-esteem.	E	√	√
11.	Ability to deal sensitively with complex and sensitive issues.	E	√	√
PERSONAL QUALITIES				
12.	Willingness to maintain confidentiality on all college matters.	E	√	√
13.	Ability to work effectively and supportively as a member of the college team.	E	√	√
14.	Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the College as requested.	E	√	√
15.	Well-presented and professional manner.	E	√	√
16.	Demonstrable commitment to equal opportunities.	E	√	√
17.	Willingness and ability to adapt to a wide range of duties in response to changing circumstances.	E	√	√
18.	Committed to continuing personal and professional development.	E	√	√