Willow Green

Job Description

JOB TITLE:	Learner Support Assistant
LOCATION:	St Werburghs Development Centre, Warrington
REPORTS TO:	Explore Tutor/Head of Learning
SALARY:	£21,412 - £22,137 (Actual pay for term time only, 52 week contract also available)
HOURS:	Monday to Friday 8:30am - 4:30 (additional paid hours during holidays available if not on 52 week contract)
DBS:	Enhanced check required

Background Information

Willow Green is a Charitable Incorporated Organisation (CIO) registered with the Charities Commission. The core values of fostering a nurturing environment that supports clients, empowering them to reach their ambitious life goals is echoed throughout all that we do at Willow Green.

Our mission is that, through evidence-informed, knowledge rich curriculums we deliver practical programmes. We work together to create an environment that empowers, enabling all to participate fully in society as independent, mature, and responsible individuals.

Willow Green aims to further the lives of young people with SEND through high quality, bespoke development programmes based on their individual needs and aspirations. Our programmes provide a foundation for lifelong learning and wellbeing. Clients focus on essential and transferrable, work, economic, social and life skills which will enable increased independence and self-determination.

We are proud to be a fully inclusive college and this is demonstrated by:

- Valuing all clients and staff equally
- Reducing barriers to learning for all
- Recognising that inclusion in education is one aspect of inclusion in the whole of society.

When clients come to leave our service, they will have gained the knowledge and confidence to succeed. They know more, can remember and apply more, meaning that they can do and achieve more.

Role Summary

Responsible for supporting in the effective running of your service area, you will be required to support in the delivery and assessment of clients and learners with additional needs. This will include supporting in the production of adaptive resources as directed by the class teacher or tutor. You will be required to support the delivery of literacy interventions and have experience in or be willing to learn how to support young people with early reading needs. Your observations of tasks and feedback on assessment materials and the practical delivery of sessions will be considered when making termly and annual progress decisions. You will actively promote the ongoing outcomes towards the Preparation for Adulthood framework and EHCP outcomes of the young people you support. You will have experience in and competent in using assessment recording systems such as Evidence for Learning.

Responsibilities:

1. To deliver individual or small group literacy interventions following either the Phonics for SEN or That Reading Thing curriculums.
2. Support in the running of initial, diagnostic, baseline assessments as well as the monitoring and recording of any ongoing assessments in your area.
3. Collaborate with the directed teacher/ tutor to conduct regular reviews; record, track, monitor and report on client progress and complete evaluations via the use of Evidence for Learning.
4. To support learners/ clients as directed in the detailed Curriculum Maps for individuals and whole class.
5. To help prepare appropriate learning and assessment materials.
6. To identify opportunities for learners/ clients to demonstrate competence and collect evidence.
7. To identify valid and sufficient evidence and sources of evidence to meet national standards.
8. To support in the delivery of session where the teacher/ tutor has implemented a variety of styles.
9. To individualise learning, adapting, and differentiating support for all learners/ clients.
10. To maximise learning, acting in accordance with the clear instructions of the class teacher/ tutor.
11. To accurately assess and record learners/ clients additional support requirements, building on their Education, Health and Care Plans and/ or Adult Social Care Support Plans.
12. To report and log incidents allowing a comprehensive case of additional support to be compiled.
13. To comply with Safeguarding and Prevent policy and procedures at all times, ensuring the safety of all clients.
14. To provide a positive role model for all students and act as a Learning Support Assistant adhering to protocols and behaviours as outlined in the Teaching Assistant Standards.

15. To support the delivery of our enrichment Creative Curriculum and Sports activities to enhance the client experience of college life.
16. To motivate, always advise and support clients.
17. To work as part of a team sharing ideas and experiences.
18. To promote and maintain a stimulating, progressive classroom environment.
19. To demonstrate consistent confidentiality in all matters concerning learners/ clients.
20. To take responsibility for learners/ clients when taking part in off-site activities.
21. To take responsibility for maintaining Health & Safety on and off site, undertaking relevant risk assessment activity.
22. To participate in observation systems to quality assure Teaching, Learning and Assessment.
23. To take part in all mandatory training and CPD opportunities as required.
24. To support the vision and values of Willow Green and promote equality and diversity.
25. To be flexible and easily able to adapt to changes in duties, routine and circumstances.
26. To accept the daily fluctuations within the organisation and support requirements of clients.
27. To represent Willow Green CIO in a positive light adhering to all aspects of our Code of Conduct.

Person Specification – Learner Support Assistant

		Essential	Desirable	Source
Qualifications	Qualified Teaching Assistant at Level 2 or 3	✓		**A,I,R**
	Educated to Degree level		✓	**A,I**
	Hold or be working towards a First Aid at Work Certificate		✓	**A,I**
	Hold qualifications in Safeguarding Adults and Prevent		✓	**A,I**
	Willingness to undertake required professional training	✓		**I**
Knowledge, Understanding & Experience	Experience of assessing EHCP outcomes		✓	**A,I**
	Experience of delivering literacy/ SSP Phonics interventions	✓		**A,I**
	Knowledge of the Preparation for Adulthood framework	✓		**A,I**
	Experience of working in a post 19 setting		✓	**A**
	Experience of providing pastoral care		✓	**A,I**
	Understanding of Initial, Diagnostic and Baseline Assessments	✓		**A,I**
	Understanding of target setting and monitoring of progress	✓		**A,I**
	Excellent ICT skills	✓		**A,I**
	Ability to give effective feedback to clients and learners	✓		**A,I,R**
	Full clean drivers' licence (Manual Car)		✓	**A,I**
Personal Competencies	Sense of humour and caring nature; sensitivity, empathy and tolerance.	✓		**A,I,R**
	Ability to work calmly under pressure, prioritise & manage own workload	✓		**A,I,R**
	Able to generate good team working and positive partnership working with key stakeholders	✓		**A,I,R**
	Be person centred and strong focus on meeting needs Clients	✓		**A,I,R**
	Willingness to be flexible to work outside the normal working pattern when required		✓	**A,I**
	Ability to work under pressure and set deadlines for self and others	✓		**A,I,R**
Values	High level enthusiasm, commitment and motivation	✓		**A,I,R**
	To respect the ethos of the organisation	✓		**A,I**

Key:
A = Application form I = Interview R = References