

ROLE PROFILE

General Details	
Job Title	Learning Support Assistants x2
Vacancy Number	VN457
Department	Foundation and Vocational Areas
Reporting to	Head of High Needs
Responsible for	Support for Teaching and Learning
Place of work	Telford College
Tenure	Permanent
Hours/FTE	35 hours per week
Salary	£15,994 pro rata / £12,787.78 actual Term time only
Terms & Conditions	Business Support Staff
DBS	Enhanced
Closing Date	Monday 17th February 2020 at 9am
Interview Date	Friday 21st February 2020

The Post

Learning Support Assistants support teaching and learning for students with learning difficulties who may have additional needs and to carry out other duties as may be necessary and assigned by Telford College.

The post holder is responsible to the EHCP and Learning Support Coordinator and the Teacher for his/her duties, responsibilities and tasks. The post holder is required to maintain efficient professional working relationships with all students, staff, parents/carers, other professionals and all visitors.

Main Duties and Responsibilities generic to Foundation and Vocational areas

The successful applicant will be expected to:

- To work at all times according to the aims and policies of the College.
- To undertake work/teaching programmes with individuals or groups of students
- To assist the Teacher in maintaining a safe and stimulating environment
- To undertake professional development and training across The College as appropriate.
- To support inclusion/outreach work as required.
- To complete Learning Support Records to support the EHCP review process
- To work with a team of people to support students with Individual Learning/Behaviour Programmes
- To undertake and provide assistance with the personal care needs of students such as toileting, feeding and mobility (this may require a level of physical fitness appropriate to

the requirements of the individual needing care e.g. pushing a wheelchair) in accordance with the policy of the College.

- To supervise meal and break times as required, this may involve assisting students with the purchase and carrying of food and drink in areas within the College.
- To provide supervision at social times to enable learners to access clubs/activities.
- To supervise students in and out of transport at the beginning and end of the day.
- To support students in relation to learning/additional needs including physical, behavioural, medical, emotional, sensory etc.
- To support the invigilation process for students sitting exams, acting as scribe, amanuensis, reader, prompter etc. as required.
- To support all aspects of the curriculum as timetabled and to provide assistance across all areas of work which the students undertake including (but not exclusively) essential skills, social skills and a range of vocational activities associated with work preparation and leisure. Some of these will take place off the College campus.
- To attend learning support meetings, some of which may take place outside of normal working hours.
- To promote good relationships with colleagues, parents, other professionals and visitors.
- To be trained as a First Aider and in the administration of emergency medication if required which may take place outside of contracted weeks.
- To maintain confidentiality in all forms of communication including guidance on social networking sites and ensure that this is adhered to at all times.

Duties and Responsibilities specific to supporting within Foundation Learning

- To assist in the setting up and cleaning away of all activities within the curriculum.
- record observations/support making of resources and prepare work for students
- To work collaboratively with the Positive Behaviour Support Assistant

Duties and Responsibilities specific to supporting across vocational areas:

- To provide support to students on higher level 2/3 vocational or Advanced level programmes to develop study skills including proof reading, note taking, annotation, and research and presentation skills.
- To work in all areas of the College including workshops and practical sessions within the Construction, Engineering and Automotive and Professional Catering dept where applicable.
- To support students to set up and clear away resources, equipment.

This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

	Essential	Desirable	Evidence
1. Hold a level 2 qualification in English and Maths or equivalent or be prepared to work towards it	✓		A/C
2. Hold a relevant vocational qualification at level 2/3		✓	A/C
3. Excellent interpersonal skills and the ability to communicate effectively with students and staff at all levels. Including excellent ability to follow instructions	✓		A/I
4. Ability to implement training and carry out tasks independently	✓		A/I
5. Excellent ability to make and record observations/support making of resources and prepare work for students	✓		A/I
6. Very good understanding and use of spoken English in order to receive and give instructions and comply with health and safety procedures	✓		A/I/R/T
7. Experience of and genuine desire to work with children and adults with severe/profound learning difficulties/additional needs		✓	A/I/R
8. Experience supporting students with additional learning needs within a mainstream setting		✓	A/I/R
9. Ability to provide study skills support to students on higher level programmes	✓		A/I/R
10. A calm and stable demeanour to respond consistently to students who have additional needs, including those with SLD and PMLD	✓		A/I

<p>11. Good general health to carry out the role:</p> <ul style="list-style-type: none"> Physical ability to carry out moving and handling of students including pushing wheelchairs and assisted transfer from wheelchair to toilet etc. Supporting students on sporting/outdoor activities both on and off site Physical ability to work with students with challenging behaviour Willingness/ability to carry out first aid and support medical needs for students with training Willingness to work with students in all areas of the College 	✓		A/I
12. An understanding of and commitment to diversity and equality of opportunity	✓		I
13. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I

ADDITIONAL INFORMATION

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

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.

Location

The postholder will be required to carry out their duties on the College premises.

