

Job Description

|  |  |
| --- | --- |
| Job Title: | Additional Learner Support Key Worker (ALS) |
| Grade: | Scale 5 |
| Responsible to: | Learning Support Team Leader |

#### What will I be doing? (Contribution statement)

#### As a member of the Additional Learning Support team you will be a key worker for named students with Special Education Needs and Disability (SEND) needs providing support both in and out of class.

Main Duties and Responsibilities

1. To facilitate the flexible support and development of learning opportunities for Education Health Care Plan (EHCP)/ High Needs (HN) learners’ in classes, infilling into mainstream or other enrolments;
2. To provide support for learners having a wide range of learning difficulties/disabilities; emotional behaviour issues and other more complex needs;
3. Run small workshops to support students with study skills, communication, social skills etc. As directed by ALS Team Leaders
4. To support students’ during breaks and lunchtimes in order to help develop their social skills and to access all college facilities and manage behaviours in less formal situations;
5. To record an individual learner’s progress by completing college documentation / updating student record system;
6. To liaise with teaching staff on the learners’ progress and learning plan, taking part in half-termly reviews in conjunction with teaching staff as required;
7. To maintain clear, timely and accurate records in order to review learner needs, attendance, progress, etc. effectively and efficiently;
8. To act as a Key Worker for allocated learners who have an EHCP. This will involve supporting the learner to achieve outcomes on the EHCP; liaising with parents/carers; contributing to and attending learner’s annual review;

**Other duties**

1. Maintain and develop effective communication, liaison and relationships with all staff.
2. Participate in appropriate cross Sparsholt College Group groups and committees.
3. To participate in the organisation’s appraisal process.
4. Undertake and deliver appropriate staff development and training.
5. To comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
6. Ensure compliance with and implementation of all Sparsholt College Group policies and procedures in respect of Equality and Diversity and pursue the achievement and integration of Equality and Diversity throughout all the College’s activities.
7. Assist the organisation in its compliance with Data Protection, Freedom of Information, Computer Misuse, copyright and information retention legislation.
8. Ensure compliance with and implementation of all College Group policies and procedures in respect of Safeguarding Legislation.
9. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually with the Manager through the annual appraisal scheme.

10. Carry out administrative procedures including record keeping and production of reports.

**Job Description prepared:** Date: **22/06/20**

**Agreed by Job Holder:** Date:

**Approved by Manager:** Date:

**Approved by SLT Member:** Date:

*Notes:*

*This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the organisation following consultation with the post holder.*

*The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership team.*

# Person Specification/Competency Profile

**Additional Learning Support Key Worker**

***When completing your application form please evidence how you fully meet each of the essential criteria***

|  |  |
| --- | --- |
| **skills and core competencies** | How Measured |
| **Technical competency and knowledge (qualifications and training)**   1. GCSE Grade 4/C or above in English and Maths or equivalent **(E)** 2. Certificate in Learning Support, or willingness to attain **(E)** 3. Specialist training in the field, such as autism awareness, SEMH, ADHD, **(D)** 4. Youth work qualification **(D)** 5. Qualification or experience in the FE sector **(E)** | Qualification certificates  Qualification certificates  Qualification certificates  Qualifications, Application |
| **Experience, knowledge and judgement**   1. Recent experience of a learner-centred environment **(E)** 2. Experience of using IT to support the learning process. **(E)** 3. Be familiar with tracking students’ progress and attendance **(E)** 4. Competence in the use of: Word, Excel and Outlook. **(E)** 5. Knows when and where to use judgement, and when and where to seek guidance. **(E)** 6. Takes appropriate and relevant information into account before making decisions. **(E)** | Application, InterviewApplication, InterviewInterviewInterview |
| Personal qualities, communicating and relating to others.   1. Self-motivated, positive thinking with a ‘can-do’ attitude. **(E)** 2. Strong student focus. **(E)** 3. Able to communicate effectively verbally and in written form. (produce, accurate and timely written reports). **(E)** 4. Maintains and develops effective communication, liaison and relationships. **(E)** 5. Ability to work as part of a team with some supervision. **(E)** | Application, InterviewApplication, InterviewApplication, InterviewInterviewApplication, Interview |
| **Leading, relating to, and developing others**   1. Establishes and maintains effective working relationships with colleagues at all levels. **(E)** 2. Commitment to Equality and Diversity - awareness of relevant legislation and the need for assessments of user need. **(E)** 3. Ability to be calm and diffuse challenging situations and be non-judgmental. **(E)** | Application, Interview, References  Application, interview, references  Interview |
| **Other**   1. Possession of a driving licence. **(D)** 2. Willingness to use own vehicle for business purposes. **(D)** 3. Ability and willingness to undertake some travelling in the UK. **(D)** 4. Ability and willingness to work flexibly (including, lunch cover, evening, weekend) within the college and its learning environment **(E)** | Sight/copy of DocumentsSight/copy of DocumentsInterviewInterview |