# CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our College Strategic Plan 2024 - 2029, and strive to be an employer of choice in our community, investing in staff, celebrating achievements and fostering a culture of excellence. Through our people, an excellent student experience will be delivered, and this will have a positive impact on our local area.

We work hard to embed anti-racism, FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusion and Engagement), ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. Our 4 C's corporate values (Caring, Collaborative, Courageous, Creative) are very important to us, and we ensure that we embed these values into all we do. This helps us to further enhance our wonderful culture, and makes our college a unique, vibrant and rewarding place to work and study.

## Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

## JOB DESCRIPTION

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| **Post:** | Learning Support Practitioner |
| **Reports to:** | ALS Coordinator |
| **Hours of work:** | Full-time, for *term time only* |
| **Location:** | Cross-Campus, Croydon and Coulsdon Colleges |

## Additional Learning Support (ALS) Team

We are proud of all of our ALS staff members, who work incredibly hard to support our learners with additional learning support requirements. It is a team which is highly rewarding to be part of; seeing our learners grow, become more independent and confident, and obtain the skills they need to further progress their education journey, or enter the world of work. The ALS team is led by the Head of ALS, and the structure also has an ALS Manager and Senior ALS Co-ordinators that work closely together to ensure the ALS provision is a high-quality education experience for our ALS learners.

**Overall Purpose Scope**

The postholder will have an inclusive, collaborative and collegiate approach to support students with an Education, Health & Care Plan (EHCP) or SEN Support Plan in becoming more autonomous, confident and independent, and supporting them to maximise their learning outcomes.

**Main Duties and Responsibilities:**

1. To provide 1 to 1 and small group support to ALS students to support their achievement within the learning environment.

2. To deliver support to students to maximise their independence including strategies around managing their self-care, budgeting, travel training, social and interpersonal skills and their transition to further education or the world of work.

3. To be the named LSP for a specific number of students to support operational day to day communication with parents/carers.

4. To ensure any risk assessments and/or Personal Emergency Evacuation Plan (PEEP), are followed and implemented.

5. To support students in their arrival and departure from College and deal effectively with any transport problems that may arise.

6. To support students with extra curriculum activities and provide support in unstructured time (i.e. during breaks between lessons) where required.

7. With the support of the relevant tutor, to use initiative to change and adapt learning resources to make them more suitable for the learners needs and to support the use of assistive technology.

8. To support students with their personal and intimate care. Personal care is where you may support a student in taking their coat on or off, helping them take their tablet medications, being with them for their lunchbreak period, or waiting for them outside the toilets to ensure that they are in the toilets for a safe amount of time i.e. to ensure that they don't have a seizure whilst in there). Intimate care is required less often, and depends on the needs of the students, but it could include helping them use the toilet, applying medication, etc.

9. When appropriate to provide guidance and support to curriculum staff on any differentiation strategies (stretch and challenge) that may maximise the learning experience of the students they support.

10. To attend regular ALS team meetings and where required curriculum area meetings to ensure a collaborative and collegiate approach to removing barriers to learning. To attend regular 1:1 meetings with line manager to feedback on individual student progress.

11. To work collaboratively with curriculum colleagues seeking/taking direction as required.

12. To contribute to the annual review process for students with EHCPs.

13. To identify SMART targets from the EHCP outcomes, contextualised for the student's curriculum area and which are regularly reviewed.

14. To maintain regular and accurate records on MyPT.

15. To provide exam access support as required.

**Person Specification**

The person specification is below, and highlights that whilst some previous experience is required for LSP, if you have the right skills and attributes, this could be a great opportunity to be part of our wonderful ALS Team, supporting our students in reaching their goals.

| | Essential | Desirable |
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| **Qualifications** | • GCSE/Level 2, English and maths (or achieve within 12 months of start date) | • L2 or above specialist qualification in a SEND related subject |
| **Experience** | • Working knowledge of SEND Code of Practice<br>• Working knowledge of an education provision (this could be from your experience or your family experience of education)<br>• Experience of supporting young people with a variety of SEND<br>• Experience of working autonomously and as part of a team<br>• Experience of utilising a range of strategies in managing positive student behaviours | • Working knowledge of post 16 provision (desirable)<br>• Working knowledge of Keeping Children Safe in Education and the Prevent Duty<br>• Experience of supporting young people with a variety of SEND in an educational setting<br>• Experience in providing personal and intimate care<br>• Experience in creation and delivery of programmes for personal and social development |
| **Skills & Attributes** | • Excellent communication and interpersonal skills, with the ability to put people at ease | |

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| | and provide a supportive environment.<br><br>• Ability to apply problem solving skills to a variety of situations, especially when supporting students and finding ways to be creative in meeting their needs.<br><br>• Demonstrable ability to remain calm and resilient in all situations, and the ability to meet deadlines for associated administrative requirements.<br><br>• Competent in the use of the Microsoft suite of software specifically Outlook, Excel and Word.<br><br>• Model appropriate behaviour including professional integrity conduct, dress code and timekeeping.<br><br>• Positive 'can do' attitude, and able to create a positive environment for learning. | |

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| | • Maintain confidentiality in relation to nature of the work.<br><br>• Inclusive, collaborative and collegiate approach, working as a member of the wider ALS Team.<br><br>• Dedication and commitment to equality, diversity and inclusion.<br><br>• To work flexibly and efficiently whilst maintaining the highest professional standards. | |

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

**Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the Keeping Children Safe in Education Guidelines.

**Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme

- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site Aura Hair and Beauty Salon offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

**Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: https://croydon.ac.uk/student-life/job-vacancies/

