

Job Description -

Learning Support Worker

Reporting to LSW Co-ordinator**Overall purpose of this role:**

- To be responsible for the successful high-quality support for individuals or groups of learners in class/out of class and in workshop situations.
- To ensure effective support both in and outside of the classroom
- To work effectively as part of the team, liaising, advising and consulting with teaching and non-teaching staff as appropriate

This post is accountable for:

- Developing an understanding of the special educational needs of the student concerned
- Taking into account the student's needs and ensuring their access to the lesson and its content through providing appropriate clarification, explanations, equipment and materials
- Building and maintaining successful relationships with the student, treating them with respect and consideration
- Promoting independent learning
- Reinforcing learning. To help students record work in an appropriate way. To develop study and organisational skills. To help keep the students on task and well-motivated. To model good practice. To help build the student's confidence and enhance self-esteem
- Maintaining relevant documents for recording the support a learner has received and the progress they have made. Contribute to reviews and assessments of students in writing (following any guidelines provided) and/or verbally
- Providing support to other students in the class as directed by the class teacher
- Maintaining confidentiality
- Being flexible around changes to timetables and which students you support in order to meet the needs of the individual learners and to support other colleagues
- Working 1:1 with students in catch up sessions
- Working with small groups of students in a workshop setting delivering skills-based learning
- When required, cover for staff in designated study areas or quiet areas, supervising students and taking registers
- Attending team meetings, positively participating
- Liaising effectively with relevant staff such as LSW and Academic Support teams, pastoral staff, teaching staff and exams officers

- Updating journal to communicate with wider colleagues and keeping staff informed of any changes regarding the student's needs / situation
- Supporting and implementing college policies and procedures (including those relating to confidentiality and behavior)
- Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility
- Identifying personal training needs and attending appropriate internal and external in-service training
- Assisting students with their physical/personal care/medical needs (*intimate care not included)
- Safeguarding and promoting the welfare of children, young people and vulnerable adults

This role is term time only. The number of weeks will relate to the needs of the student and their study programme.

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity and customer service ethos.

Incremental progression is subject to satisfactory performance

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
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Student voice Student questionnaire Feedback from teaching / pastoral / Academic Support staff Line manager(s) and cross-College feedback Staff review Student success and retention

PERSONAL SPECIFICATION

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>A good general education</p> <p>GCSE English and Maths Grade C or above</p>	<p>Moving and Handling</p> <p>First Aid</p> <p>Personal Care</p> <p>Qualifications and experience in a specific curriculum area</p>
KNOWLEDGE	<p>Understanding of ICT basics</p>	<p>Responsibilities with regards to the Safeguarding of Children, Young people and Vulnerable adults</p>
SKILLS/ PERSONAL QUALITIES	<p>A positive interest in working with young people.</p> <p>Ability to get the best out of young people.</p> <p>Ability to build good working relationships with a range of colleagues and young people.</p> <p>A clear communicator.</p> <p>Ability to work calmly.</p> <p>Caring and dedicated.</p> <p>Good record keeper</p> <p>Confidence to supervise small groups of students</p> <p>Energy, enthusiasm and patience.</p>	<p>A general knowledge of working with young people with Special Educational Needs.</p> <p>Experience of working with young people with disabilities / learning difficulties.</p> <p>Adaptability and creativity.</p> <p>The ability to manage young people and cope with challenging behaviour.</p>
EXPERIENCE	<p>Able to work on your own and as part of a team.</p> <p>An understanding of the most common learning difficulties / disabilities</p>	<p>Working with young people or adults with learning difficulties / disabilities</p> <p>Experience in an FE or 6th form setting</p>

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

LEARNING SUPPORT WORKER



Dear Applicant,

Thank you for taking an interest in the position of Learning Support Worker at Cirencester College.

Our Academic & Learning Support Department have an excellent reputation and you will be joining a very strong and supportive team, who work closely to achieve the best outcomes for students. We do not have a separate SEND provision, so all of our high needs students access the mainstream provision, with the majority working towards A levels or L3 BTECs.

The students here have a variety of declared needs, the most predominant being Asperger's / Autism, Dyslexia and Mental Health Difficulties. We provide support in a range of ways: 1:1 in-class, group support, 1:1 outside of the classroom or small workshops. Most need support with study skills, note taking or staying focussed.

We need staff who are flexible in terms of the classes they support in. The classes here are very wide ranging and we have students in all areas that need support. This could be in our Animal Management courses, or A level Sociology for example.

We are committed to staff development and have a brilliant regular Teaching & Learning slot on a Monday. We work with the Advisory Teaching Service at the beginning of the year to provide training on any specific learning disabilities or difficulties. We welcome contributions or ideas to help expand this programme.

You would be joining a top performing college & much of this success is down to the fact that we have been very clear about where we wanted to go, have strong values and a well embedded 'Ciren Way' of going about things, and a group of staff capable of achieving excellence. We have a strong tradition of sharing good practice at the College.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a post-work run.

In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue. If you think these match your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you would like to ask any questions to find out more then please contact the Head of Faculty for Adult Learning and Education Support, karen.bell@cirencester.ac.uk

Yours sincerely

Karen Bell