

JOB DESCRIPTION

Post:	Learning Support Worker – SEND (Severe Learning Difficulties/Profound and Multiple Learning Difficulties)
Reports to:	Head of SEN
Responsible for:	Supporting young people with complex special education needs, including those with autism, health, physical, emotional and behavioural support needs
Hours of work:	35 hours per week 40 weeks pa
Salary:	Actual Salary - £18,875.34

Main Purpose of the Post:

- To develop a thorough understanding of each student and work as part of the class/course team under the direction of the lecturer to provide high quality learning and support that is person centred, individualised and facilitates learning development, achievement of individual targets and progression towards adulthood and greater independence
- To develop positive and appropriate relationships with students and provide support and encouragement to enable them to develop their confidence to do as much as they can for themselves and to develop their communication, social and life skills for the future
- To work positively and collaboratively with teachers, therapists, other professionals and class/course teams to assess students, plan personalised learning and targets and ensure that agreed personalised learning programmes are delivered and feedback provided to teachers, parents and other professionals as required
- To work with the team to agree and implement strategies to support and manage effective individualised communication strategies and positive behaviours
- To create/adapt high quality learning resources that are effective in accessing and supporting learning for individuals, are age appropriate and are motivating for learners to use
- To assist learners with intimate personal care, eating/drinking and health needs (including the administration of medication as directed) and ensure that student's well-being and safety is maintained at all times

Main Tasks and Responsibilities

A. Support, Learning and Assessment

- To deliver high quality support and individualised learning programmes to young people with complex support needs in small groups, with other support workers working with individuals and 1.1 in a range of contexts e.g. in college, at work, in the community
- To develop positive and appropriate relationships with students and provide support and learning that inspires and motivates, that is personalised to meet their individual needs and that supports individual development and progress towards adulthood
- To provide reassurance, encouragement and feedback to enable students to develop the confidence, independence, communication, personal and social, work and life skills they need for the future
- To utilise effective strategies and approaches to enable individual learners to achieve their targets and outcomes
- To communicate effectively with learners to support their understanding and participation in learning and to support positive behaviour
- To collaborate and communicate effectively with other professionals and parents/carers to support students on courses and carry out therapy and support programmes as advised
- To provide feedback to teachers, parents/carers and other professionals and keep accurate records of support and progress as required
- To work proactively and positively with colleagues, parent/carers and other professionals e.g. from Social Services and Health, to ensure that learners have the best learning and support experiences possible
- To ensure that resources and communication strategies are accessible and age appropriate and support learning, development and progress
- To assist learners in moving around the building, using college and community facilities and at work
- To make use of assistive technology and educational aids where appropriate to promote independence
- To ensure that curriculum content, learning materials and curriculum delivery is age appropriate and gives positive images of minority groups
- To contribute to effective transition planning and induction activities as required

B. Student Welfare

- To supervise and ensure the safety of learners at all times from arrival to departure during each day
- To be committed to the safeguarding of children and vulnerable adults
- To administer medication to students, (with appropriate training)
- To support students with intimate personal care and support for eating/drinking, making sure that appropriate measures are always in place to ensure safety and dignity
- To use control, restraint and safe holding as needed (with appropriate training)
- To physically support students as they walk, push students in wheelchairs and operate manual handling equipment e.g. hoists, under guidance from professionals/colleagues/students and in a variety of contexts
- To ensure that the safety of students is a priority and that risk assessments and health and safety measures are fully implemented
- To ensure that equipment/materials/environments are safe and always appropriately used

D. Staff Development and Appraisal

- To undertake such staff development activities as required
- To maintain an up to date knowledge of the specialist subject/discipline area
- To participate in the college Appraisal Scheme as required
- To undertake staff development needs identified during appraisal or by the relevant academic manager

E. Teamwork, Management and Administration

- To work closely and collaboratively with teaching, support and other colleagues in the area/College and other professionals to develop best practice in supporting young people
- To carry out administrative duties as required
- To participate in internal and external meetings as required
- To contribute to the setting, reviewing and achievement of team targets and development plans
- To contribute positively to self-assessment, quality improvement action plans and other quality systems

- To take a pro-active role in enhancing the reputation of the College and area of work
- To maintain records in accordance with College requirements and meet requests for information in a timely manner.
- To ensure that all targets as agreed and set by the College are met
- To assist in the marketing or presentation of programmes and recruitment of students in accordance with the requirements of the College and department

F. Quality and Student Evaluation

- To continuously evaluate all aspects of own professional practice in order to maximise teaching, learning and assessment, learner success and the quality of the learner experience
- To help identify own learning needs through appraisal and engage in relevant professional development
- To work towards obtaining any relevant qualifications required for the job
- To contribute to the implementation of the College's and academic area's Quality Improvement Plans.
- To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies
- To fully participate in student and programme evaluation as required.

General Duties

The postholder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual corporate targets within the College's annual planning and staff performance review process and budgetary constraints in order to create and maintain high performance of learners and the College and:

- Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.

- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role
- Comply with and promote College Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required
- Adhere to and ensure compliance with all College procedures as detailed in the Staff Handbook
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence

General Requirements

NB: This job description 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.

Person Specification

Please read the items in this Person Specification carefully. When completing your Application Form describe and provide evidence of your knowledge, skills and experience **in terms of the criteria below** in your supporting statement. Selection will be based on the Person Specification criteria and successful applicants will be expected to possess most of the attributes below.

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Qualifications

1. Literacy qualifications/ability at level 2 (or a willingness to achieve)
2. A specialist qualification in SEN (or a willingness to achieve) and a commitment to further study/training in SEND as appropriate

Knowledge, Skills and Experience

3. An understanding of the educational and social needs of young people who have severe learning difficulties (SLD), autism (ASC) and profound and multiple learning difficulties (PMLD) and experience of and a commitment to working with learners with a range of complex needs
4. Experience of taking part in planning, delivering and evaluating high quality learning and support that is sensitive to the needs of individuals and promotes independence and adulthood
5. Ability to take responsibility for individuals and groups of students, who may include students who communicate using challenging behaviours, during activities in out of college which may include physically supporting students, pushing wheelchairs, coping with emergency situations, administering medication and supporting personal care needs
6. Knowledge and experience of using appropriate and effective positive behaviour strategies and of supporting young people with emotional and behavioural support needs
7. Ability to communicate effectively with learners using a range of methods
8. An understanding of and commitment to the safeguarding of children, young people and vulnerable adults
9. Ability to work effectively as part of a team and a commitment to collaborating and communicating effectively with students, parents/carers and other professionals

10. Good organisational, communication and IT skills and the ability to keep high quality records
11. Experience and understanding of ensuring appropriate measures are in place to ensure that risks are minimised and students are safe at all times
12. Ability to demonstrate a commitment to the view that students with special educational needs can and do achieve great things and that they are adults and individuals in their own right
13. A commitment to and understanding of Equality and Diversity, Health and Safety and Data Protection

Laura Hills Head of SEN May 2019