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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Specialist Learning Support Assistant (SLSA)

**Department:** Learning Support

**Hours:** 37.5 per week, 38 working weeks. Weekend and evening working may be required when business needs demand.

**Responsible to:** Head of Learning Support

**Reports:** N/A

**Salary / Scale:** Support Spine - Band 5 - £18,700.00 - £19,743.00 per annum

**Date of Issue:** November, 2020

Head of Learning Support

Specialist Learning Support Assistant

**Organisation Chart:**

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1. **Aims and Purpose of the Post**
   1. The provision of high quality focussed learner support through improving study skills whilst accurately reporting on progress. This will include 1to1 learner support, keeping support log books, maintaining support logs in line with EHC Plans and SEND reforms in ensuring high standards in attendance, retention and in providing effective support intervention in supporting learners at risk. In addition to designated caseload in monitoring, supporting review process for learners with EHC Plans.
   2. Provision of up-to-date knowledge in specialist support areas to support learners and teaching staff through regular CPD sessions and 1:1 support of staff.
   3. The provision of 1:1 support for priority students ensuring they are retained on programmes and achieve success.
   4. The delivery of a range of learning activities under the direction of a Learning Support Tutor.
   5. The coaching and mentoring of new entrant Learning Support Assistants.
   6. Assisting with the identification of learning support needs with new learners.
2. **Specific Responsibilities**
   1. To take a pro-active role in supporting and coaching learners attending full-time, part-time and work based learning programmes, including assisting in the creation of support plans for individual learners.
   2. Expectation will be to undertake training and qualification in, but not limited to visual/hearing impairment, Autism, Asperger’s, ADHD/DB, with a view to assist learners and disseminate information to teaching staff.
   3. Provide and take a lead on appropriate exit and progression support in moving on, transition in and out of college, employability and enterprise. This will involve working closely with the learners, assisting with smooth transitions into College, and exit into any work related opportunity or further study.
   4. Liaising with outside support agencies, parents and carers.
   5. To administer Functional Skills Entry level English and maths tests.
   6. To provide objective and accurate feedback to learners and report as required on attendance and progress.
   7. To counsel, motivate and mentor learners and maintain discipline as required.
   8. To assist learners in compiling electronic portfolios and other paper based evidence of achievement.
   9. To provide the learner with positive examples of, and guidance toward developing, appropriate adult social behaviour.
   10. To promote self-advocacy and ensure confidentiality, dignity and respect is maintained for learners at all times.
   11. To promote in the maintenance and sustainable development of resources and commercial activities.
   12. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   13. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   14. To manage student conduct in accordance with College policies.
   15. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   16. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   17. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   18. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

30 days holiday (inc bank/public holidays) 10% discount on College courses

Free on-site parking On-site Gym

Subsidised catering

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Specialist Learning Support Assistant** |

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum full Level 3 qualification | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Level 2 learning support qualification or equivalent | X |  |
| Formal qualification/training or interest in one of the following areas: visual impairment, hearing impairment, Asperger’s, Autism, ADHD/DB | X |  |
| **Experience & knowledge** |  |  |
| Experience of working with young people with physical difficulties or learning difficulties | X |  |
| Experience of working with young people and meeting their particular needs and requirements | X |  |
| Experience of working with confidential information and knowledge of how to keep information safe | X |  |
| Experience of dealing with large volumes of data and information | X |  |
| Ability to utilise strategies to support students in achieving learning goals | X |  |
| Full working knowledge of College policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities |  | X |
| **Ability/ Skills** |  |  |
| Ability to build and maintain professional and meaningful relationships with learners, carers, parents, outside agencies to ensure success | X |  |
| Ability to communicate effectively with students at all levels | X |  |
| Ability to organise own tasks with minimum supervision and to set and work to agreed targets. |  |  |
| Committed to providing outstanding customer service | X |  |
| Ability to work as a part of a team appreciating and supporting the role of the other people in the team | X |  |
| Able to understand and carry out instructions | X |  |
| Able to keep accurate records in line with college expectations | X |  |
| **Personal Attributes** |  |  |
| Willingness to operate flexibly | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| Strong team player | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to College policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities. | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.