

## Learning Support Assistant

£18,404 per annum, (Band 6 SCP 6-7)\*

\*Pay award pending

33 hrs/week - Term Time Only + 5 PD Days

Catcote Futures

Permanent / Temporary

Full Time

Ref 2024025

Catcote Futures provides learning for students with Learning Difficulties or Disabilities from the age of 19.

**We are looking to appoint experienced and enthusiastic Learning Support Assistant that will support learners on our 16-24 employability pathway study programme.** Applicants with previous experience working within a SEN environment and/or experience of liaising and advocating for clients with external stakeholders such as benefits, housing, social care etc are preferable.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

**Closing date: Thursday 12<sup>th</sup> December 2024 at 12:00 noon**

**Start Date: As soon as possible**

**Interviews: Monday 16<sup>th</sup> December 2024**

**Completed application forms to be sent to:**

**Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ**

**Or email [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)**

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at [www.catcotefutures.co.uk](http://www.catcotefutures.co.uk).**

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

**The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/band-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.



## Job Description – Learning Support Assistant (LSA)

### Main Duties

Under the guidance and direction of teaching staff and/or senior colleagues:-

### General Responsibilities

1. Work as directed by teaching staff and senior staff
2. Adhere to all Trust policies and whole college improvement plans including confidentiality, child and vulnerable adult protection, H&S, equal opportunities, SEN etc
3. Maintain a safe working and teaching environment including adhering to policies on safeguarding of students and behaviour management
4. Attend and participate in CPD activities as required
5. Attend meetings and liaise with colleagues in school/college and parents/carers as required
6. Be an effective role model for students by demonstrating and promoting positive values, attitudes and behaviours

### Core Responsibilities

7. Engage with all students as directed by the Trust in line with the overall goals of the Trust and the needs of all students
8. Support students with their learning and well being
9. Advocate on behalf of the students with external stakeholders such as families, social care, benefits, housing etc
10. Have knowledge of individual students in order to assist with learning and behaviour in line with any plans
11. Feedback to teaching staff on progress and behaviour of students and effectiveness of learning activities
12. Feedback to students in relation to learning and behaviour
13. Support in preparing student reports and other administrative tasks including outcome plans, end of year reports, CASS (consistent approach to supporting students) plans, student profiles and third party assessments
14. Support the assessment and recording of student progress and attainment
15. Support students in any location as directed, including work experience placements, travel training, training venues (internal and external).
16. Supervision and support of students during break and lunch times
17. Preparation of learning resources, equipment and displays including cleaning, tidying & organising
18. Ensure cleanliness of equipment, resources and learning areas
19. Use ICT effectively to support learning activities
20. Carry out tasks for the general health, domestic care and welfare of students including toileting/changing, cleaning, using specialist equipment when necessary (this may include administering medicine under guidance and training on a voluntary basis)



21. Assist/lead activities where required under the guidance/in accordance with objectives set by teaching staff
22. Use specialist knowledge and/or experience to assist students to meet learning objectives
23. In the short-term absence of teaching staff, lead/supervise the whole group/class, which may be in collaboration with other LSA's (including pastoral responsibilities), within an agreed system of supervision
24. When requested to lead a lesson/activity, provide details of the lesson/activity to other curriculum support staff and explain their role during the lesson/activity
25. Responsible for ensuring Trust policies and procedures are followed when leading activities
26. Assess students learning when delivering lessons and report to the teacher/senior staff.
27. Assist in administering and invigilating tests and examinations under the guidance of the Exams Officer



**Person Specification – Learning Support Assistant (LSA)**

	Criteria No.	Essential	Stage Identified	Criteria No.	Desirable	Stage Identified
<b>Qualifications</b>	E1	Ability and willingness to obtain GCSE Grade C or equivalent (Level 2) in Maths and English	AF,C	D1	Relevant Teaching Assistant Qualification	AF,C
			AF,C	D2	GCSE Grade C or equivalent in Maths and English	AF,C
			AF,I	D3	Safeguarding training	AF,C
				D4	Training in Special Needs Education	AF,C
<b>Experience &amp; Knowledge</b>	E2	Effective use of ICT to support learning	AF,I,R	D5	Experience of working in a school environment	AF,I,R
	E3	General understanding of the basic learning programmes/techniques	AF,I,R	D6	Experience of working with children / young people with learning difficulties	AF,I,C
	E4	Manage the behaviour of students with a positive attitude and supportive manner	AF,I,R	D7	Knowledge/experience of using TEACCH and PECS	AF,I
				D8	Understanding of key characteristics of different types of learners (PMLD, SLD, MLD)	AF,I,R
<b>Skills</b>	E5	Work with children/young people at all levels regardless of specific individual needs	AF,I,R	D9	Team Teach training or equivalent	AF,C
	E6	Ability to follow the direction of a Teacher to support all aspects of learning and wellbeing of students in a variety of activities, locations and environments		D10	Experience of making referrals into external specialist support services e.g. social care, housing, benefits etc	AF, I
	E7	Work effectively within a team environment, understanding classroom roles and responsibilities	AF,I,R			
	E8	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	AF,I,R			
	E9	Good communication and listening skills	AF,I,R			
<b>Special requirements</b>	E10	Interest in working with children /young people with learning difficulties to promote their development and educational needs	AF,I			
	E11	Ability to form and maintain appropriate effective working relationships and personal boundaries with children/young people/vulnerable adults	AF,I			
	E12	Emotional resilience when faced with challenging behaviour	AF,I			
	E13	A commitment to working as part of the whole college team and supporting the vision and aims of the college	AF,I			
	E14	Respect for their social, cultural, linguistic, religious and ethnic backgrounds	AF,I			
	E15	Ability to liaise sensitively and effectively with parents and carers	AF,I			
	E16	Suitability to work with children and vulnerable adults, enhanced DBS required with barred list check	D			

AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure

