****job description

**learning support assistant.**

**reports to:** Head of Learner Support.

**hours:** 30 hours per week, term time only, permanent contract.

**salary:** Spine point 03 £22,312 pro rata to £16,351.

**Start date**: As soon as possible.

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**about the role**

 Below gives a sense of the range of responsibilities involved in the role but is not exhaustive.

* To provide classroom support for students with special educational needs and disabilities
* To provide one to one support in and out of the classroom and the Learner Assistance Base (LAB.)
* To provide ‘drop-in’ support for students who may need extra help in order for them to complete work.
* To liaise closely with teaching staff in and out of the classroom to plan the support of students.
* To support students on external visits.
* To have an understanding of exam access arrangements and support students during examinations.

The position is ideal for any individual who wants to work in an innovative and supportive workplace where no two days are the same and where your day-to-day work is highly rewarding. Whilst the role has prescribed hours, Monday to Friday, there will be times when flexibility will be required to work outside of these hours when urgent matters arise and at arranged events that occur outside of the College day (this time can be claimed back).

**administration**

To administer SEN files – record interviews, telephone calls, enquiries, collect statements, medical information etc. To assist in the writing of Individual Student Support Plans and their reviews. To attend College Open Evenings if required.

**student recruitment and initial assessment**

To assist in the process of student recruitment and initial assessments. To undertake any other appropriate tasks the Line Manager or Principal may reasonably require.

**about the College.**

This is an exciting opportunity to join the College of the Year and Most Inspirational Sixth Form 2023. A multiple national and regional award-winning institution, the College is a national leader in A Level, BTEC and T Level education and is graded outstanding in all areas by OFSTED. All staff play a vital role in the experience that students have with us and ultimately their success.

The College is committed to its core values of **Positivity, Ambition, Resilience** and **Thoughtfulness**, and these values shape everything we do. Our ethos is centred on the scientific evidence that tells us that everyone can achieve success through purposeful hard work as opposed to the talent myth, and as such, the College is in itself an engine for social mobility.

The College currently has a 16 to 19-year-old student population of nearly 1500 and there is high demand for places. The College has invested over £4.5m over the last four years in new buildings and facilities to accommodate the exponentially increasing popularity for students after GCSEs.

**person specification**

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| --- | --- | --- |
| **Experience** | **essential** | **desirable** |
| Experience of working with students with Additional Learning Needs and/or Mental Health Issues. | **** |  |
| Previous experience as a Teaching Assistant or Learning Support Assistant**Knowledge / Skills / Abilities** |  |  |
| Flexibility, enthusiasm and the ability to relate well to staff and students | **** |  |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | **** |  |
| Ability to work as part of a team | **** |  |
| Ability to demand high standards from yourself and others | **** |  |
| **To demonstrate a commitment to:** |  |  |
| The Colleges values of Positivity, Ambition, Resilience & Thoughtfulness | **** |  |
| Personal development and training | **** |  |
| Safeguarding & promoting the welfare of students | **** |  |
| Equality & diversity | **** |  |

**how to apply**

If you are ambitious and determined to make a meaningful difference in one of the country’s leading sixth form Colleges then we would be thrilled to have you join our team.

**Please complete the Application Form for Support staff and write a Letter of Application of no more than 2 sides of A4 explaining how your qualifications and experience match the requirements of the Person Specification detailed above.**

Please email this to: hrdept@bsfc.ac.uk

 **closing date: 4pm, Wednesday 9th October 2024**

*Application Form can be downloaded from the College website:* [*www.bsfc.ac.uk*](http://www.bsfc.ac.uk)

**General Information**

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage. The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

**Reference Checking**

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people. This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.