**LEARNING SUPPORT ASSISTANT (LEVEL 2)**

The College is seeking a permanent caring and committed Learning Support Assistant, at Level 2, with the ability to assist in developing the College’s Independent Study programme and support students on a one-to-one basis. Applicants will need to be qualified to Level 3 (A Level or equivalent), with the ability to support students at this level. The post is term-time only.

The main purpose of the post is to support students within their timetabled Independent Study sessions. These take place within a classroom environment and are also based within the Learning Resources Centre. There will be a requirement to undertake administrative tasks relating to student retention and achievement eg. taking registers and following up any poor or non-attendance. The other part of the role involves supporting students on a one-to-one basis predominately to assist with study skills to support their individual learning needs.

**Within this pack or online (**[**www.wsfc.ac.uk**](http://www.wsfc.ac.uk) **under Job Vacancies) you will find:**

1. An introduction to the College
2. Terms of employment
3. Job description and person specification
4. An application form with equal opportunities monitoring form
5. Summary information on the Local Government Pension Scheme
6. Policy Statement on the recruitment of ex-offenders and guidance to applicants on disclosing information
7. Code of Conduct for staff

## ***Applications***

Please complete the College application form including a supporting statement giving details of reasons for your application including experience, skills, training and achievements and how these are particularly suited to the needs of the post. Please refer to the job description, person specification and/or job details as applicable. Please do not write more than two sides of A4. We regret that CVs are not accepted in place of the application form.

**Application forms** are available from [**www.wsfc.ac.uk**](http://www.wsfc.ac.uk) **under Job Vacancies** and should be **returned with the equal opportunities monitoring form** by **noon on Monday, 15th July 2024.**

If you choose to send your application back in an A4 envelope please use a 'large letter' stamp

HR

Worcester Sixth Form College

Spetchley Road

Worcester WR5 2LU

Tel: (01905) 362600

together with a stamped, addressed envelope if receipt of the application is to be confirmed.

**Interviews are currently anticipated to take place during week commencing Monday, 22nd July. Shortlisted candidates will be notified by email and phone.**

If you do not hear from us, we regret that you will not have been included on the shortlist and we would like to thank you for your interest in the College.

| **LEARNING SUPPORT ASSISTANT (LEVEL 2)**  **Terms of Employment** | |
| --- | --- |
| **General Conditions** | Conditions of employment for support staff are as agreed between the Sixth Form Colleges Association and staff representatives at national level in addition to terms agreed at local level. |
| **Start Date** | 27th August 2024 |
| **Status** | Permanent role in the College’s Support Staff structure. |
| **Hours of work** | Full time, 37 hours per week, term time only (38 weeks), Monday - Friday: 8.20am – 4.15pm, including a half an hour lunchbreak.  It may be necessary during the exam season to be available after the usual finishing time to support students who require invigilation cover for extra time or printing from laptop after their exam. |
| **Pensions** | Support staff will be automatically brought into the Local Government Pension Scheme, administered by Worcestershire County Council for contracts over 3 months. Where the contract of employment is for less than 3 months, there is the opportunity to opt to join by completing an application form. Contributions are banded and further information is available under [www.lgps.org.uk](http://www.lgps.org.uk). |
| **Holidays** | As a term-time employee, the leave entitlement is paid as part of salary and all annual leave is taken during College holidays.  Full year employees receive 25 working days plus 8 public holidays. There is an entitlement to an additional 5 days’ holiday after 5 years continuous service. |
| **Pay** | A term-time only factor will be used to calculate salary, which is spread equally throughout the year.  Salary: £19,653.38 (£23,585 pro rata) based on point 7 of the sixth form colleges support staff salary spine points 7-9. |
| **Child Protection/**  **Safeguarding** | The College and all its personnel are committed to safeguarding and promoting the welfare of children, young persons and vulnerable adults. This position is subject to an Enhanced Disclosure and Barring Service (DBS) check.  Where you have lived overseas in the last 5 years the College is required to evidence an overseas check in addition to the DBS check. Please refer to <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> for further information as to how you can apply for a certificate of good character if you are appointed. Where there is a charge applicants will be required to pay for this themselves. |
| **Equality and Diversity** | The College is an equal opportunities employer and staff, students, volunteers and workers are expected to respect the principles of open access and opportunity for all regardless of age, disability, gender identity, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Applications from members of the ethnic minorities would be particularly welcome as they are currently under represented in our workforce. |
| **Disability** | Where a disabled candidate is placed at a substantial disadvantage in comparison to a non-disabled applicant consideration will be given to any reasonable adjustments required to enable them to do the job after an offer of employment has been made.  HR will discuss any reasonable adjustments required for the recruitment process with candidates shortlisted for interview. The selection process will include taking notes from a dictated piece and then word-processing to ensure accuracy and clarity. |

***Worcester Sixth Form College***

**JOB DESCRIPTION**

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

JOB TITLE Learning Support Assistant Level 2

JOB PURPOSE Assist in developing the College’s Independent Study Programme and support students on a one to one basis.

RESPONSIBLE TO: Learning Support Manager

MAJOR TASKS

1. To provide support and guidance to students’ independent study and progression through the supervision of and delivery of Impact sessions.
2. Work with groups and individual students in overcoming barriers to learning and developing good study habits and routines. Ensuring students know how and where to access learning resources.
3. To assist the Support Team with the preparation of materials or activities for student use.
4. To work closely with the Support Team to ensure that individual student targets are being monitored and reviewed.
5. To undertake administrative duties which will include taking register for Supported Learning in a classroom environment, sending absence notes/cause for concern forms to tutors and updating Learning Support Manager of concerns.
6. To act as scribe/reader/exam invigilator within exam series. NB support assistants have to stay with students until end of exams.
7. To contribute to student reports, ensuring accurate completion of ILPs and half term reviews.
8. To work with the careers department to support students with their ambitions and progression.
9. To attend team meetings and meetings outside of department when requested.
10. To undertake duties within the LRC as directed by the Learning Support Manager.

**GENERAL RESPONSIBILITIES**

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
4. To comply with all other College policies and procedures.
5. To undertake continuing professional development.
6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

06/24

**PERSON SPECIFICATION**

**LEARNING SUPPORT ASSISTANT LEVEL 2**

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| --- | --- | --- |
| **Requirements** | **Essential/Desirable** | **Assessment Methods** |
| **Education & Training** | **Essential**  Good general education to Level 3 (Advanced level or equivalent) for transcription in A level classes  GCSEs or equivalent in Maths and English at Grade C or above | A, Q |
| **Desirable**  A recognised First Aid qualification or willingness to achieve one. | A, Q |
| **Knowledge & Experience** | **Essential**  Knowledge and experience of supporting students with specific learning difficulties e.g. dyslexia or dyspraxia  Suitable experience of Learning Support work. | A, I, R |
| **Desirable**  Willingness to gain qualification within Learning Support. | A, I |
| **Skills & Aptitude** | **Essential**  Competent IT skills, equivalent to level 2  Ability to support the Independent Study and Study Skills programmes  Ability to transcribe A level notes  Good communication and organisational skills  Willingness and ability to work additional hours at the end of a day during busy periods eg exam season  Effective team worker | A, R  A, R, I  I  A, I  A, I  A, I, R |
| **Desirable**  An interest in Further Education and young people | A, I |
| **Other factors** | **Essential**  Physical ability to assist with personal care  Commitment to ensuring high quality support for students within the Learning Support department structure  Motivated, adaptable and hardworking  Commitment to equal opportunities, inclusion and safeguarding  Diplomatic and friendly manner  Honest and trustworthy | A, I, R |

A = Application form, I = Interview, Q = Qualification evidence, R = References

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries and emotional resilience when dealing with issues of student discipline.

In line with the updated Keeping Children Safe in Education guidance, we will also carry out an online search on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which again would then be explored with the applicant at interview.

If candidates are shortlisted any relevant issues arising from references will be taken up at interview

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