

## SAPIENTIA EDUCATION TRUST

### WYMONDHAM COLLEGE JOB DESCRIPTION

#### LEARNING SUPPORT ASSISTANT (LSA)

**PERMANENT, PART-TIME, 38.5 HOURS PER WEEK, TERM-TIME ONLY**

<b>Line Manager:</b>	SENCO
<b>Salary:</b>	Points 3-6 of the SET Support Staff Salary Scale <b>FTE</b> £20,812 - £21,968 per annum <b>Pro-rata</b> £16,321 - £17,461 per annum, including an allowance for holiday pay
<b>Residential Status:</b>	Non-Resident

#### THE POST

Wymondham College seeks to appoint a reliable individual who is able to provide personal support to pupils with significant needs annually from 1 September 2022.

Learning Support Assistants are caring and conscientious. Flexibility and resilience are prerequisites of this post together with discretion and diplomacy. Individuals who have experience of working with young people, are encouraged to apply.

Opportunities to undertake further training to support student needs and professional development will be provided.

Wymondham College is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six-month probationary period.

#### PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Learning Support Assistant are:

- Have good verbal and written communication skills, in person and in writing, to respond to staff, parents and students;
- Be an enthusiastic and energetic team player;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Be discreet, sensitive and committed to providing the best possible service to the students and staff.

The qualifications and previous experience required for a Learning Support Assistant are:

- Previous experience working with young people in a classroom or similar environment would be desirable;
- A good level of literacy and numeracy is essential.

## **JOB SPECIFICATION**

### **General Responsibilities**

Learning Support Assistants are responsible to the SENCO, for providing support to students with special educational needs.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- Work with the student and SENCO to develop the student's care plan as the student develops;
- Work collaboratively with the teachers, to aid the student to learn as effectively as possible both in group situations and on his/her own including:
  - clarifying and explaining instructions;
  - ensuring the student is able to use equipment and materials provided;
  - motivating, encouraging and developing a good working relationship with the student;
- assisting in weaker areas as identified and indicated by the SENCO and teacher;

- helping the student to concentrate on and finish work set;
- meeting physical needs as required whilst encouraging independence;
- developing appropriate resources to support the student;
- Establish supportive relationships with student's and mentor the allocated student;
- Encourage acceptance and inclusion of the student with special needs;
- Develop methods of promoting/reinforcing the student's self-esteem;
- May be required to administer basic literacy/maths sessions;
- May be required to run a club supporting students with SEN;
- Provide personal care, if applicable, to the student you support;
- Contribute to the maintenance of the student's progress records;
- Keep records on a student's progress and your observations
- Participate in the evaluation of the support programme;
- Attend departmental meetings appropriately;
- Liaise with both department and LIC to provide wraparound support;
- Participate in the College programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Working weeks	Term Time (normally 35 weeks)
Hours per week	An average of 38.5 hours per week
Normal Working Pattern	To be discussed at interview, however a suggested working pattern is: Mon - Fri 0830 - 1600hrs (30-minute unpaid break) Sat 0830 - 1200hrs (24 Saturdays per year)
Unpaid Breaks	30 minutes lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	College CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.
Overtime	Additional work may be required during term time for which overtime is not paid, but time-in-lieu may be taken at agreed times.

## REMUNERATION

### Salary Details:

- Points 3-6 of the SET Support Staff Salary Scale
- **FTE** £20,812 - £21,968 per annum
- **Pro-rata** £16,321 - £17,461 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale.

The annual salary will change each year depending on the days and weeks in the academic year.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year a Mid-Year Adjustment calculation will be made. This is

to ensure that employees are only paid for work they will do over the remaining months of the Academic Year.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.