

JOIN US

Learning Support Assistant





We are delighted you have expressed interest in a vacancy with OSFC. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned to the by 12 noon on the closing date on the enclosed advert to:

email to hr@pinnaclelearningtrust.org.uk

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about you and how you meet our requirements, using the job description and person specification will assist you with this (Please provide a day-time contact number on your application form)

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application

The HR Department

If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.

Oldham Sixth Form College - Job Description

Learning Support Assistant

Main Purpose of the post:

To be responsible, under the direction of the Additional Learning Support/Welfare Officer for providing high quality support, care and welfare of students with additional needs within the college and to assist teaching staff with the education process, to allow students to take a full part in all college activities and access the curriculum. This job description is subject to review to meet the developing needs of the college.

Summary of Main Duties and Responsibilities

Support for Students by:

- supervising and providing both classroom and personal care support
- assisting with the development and implementation of Individual Learning Plans and Personal Care Programmes
- recognising and responding to individual student need
- providing one-to-one mentoring to support their learning in class
- providing feedback to students on their progress and achievement under the guidance of staff in line with College policy
- promoting self-esteem and independence and employing strategies to recognise and reward achievement of self-reliance
- ensuring that their safety, welfare and personal hygiene are attended to with dignity, empathy and respect
- to provide assistance as required during the exam period

Support for the Staff by:

- helping to establish an appropriate and safe learning environment
- assisting staff with the preparation of teaching and learning materials and resources
- contributing to lesson planning and adjusting lessons/work plans as appropriate
- providing feedback to staff on students achievement, progress, problems etc. as requested
- liaising sensitively and effectively with parents where appropriate and participating in meetings with parents, as directed
- contributing to I.L.P. planning and review
- undertaking the personal care of students out of directed lesson time, including before and after college and at lunch time, within working hours
- accompanying teaching staff and students on visits, trips and out-of-college activities as required
- to ensure all activities conform to health and safety requirements
- to identify and participate in staff training and development

Requirements of All College Staff:

- To promote and uphold the College Mission Statement, values and strategic aims and objectives.
- To comply with the College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

The specific nature of these responsibilities may vary from time to time to meet the needs of the student.

This job specification is subject to review to meet the developing needs of the College.

Relationship to other posts within the College

Supervision given to: N/A

Supervision received:

Job Specification Review Cycle	Date	Initials
Updated Job Description	21/06/2016	HKN

PERSON SPECIFICATION: Learning Support Assistant

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience of working with students/ people with SEN	✓		Application/Interview
Full support for the aims and ethos of the College	✓		Application/Interview
An understanding of relevant policies, code of practice and awareness of relevant legislation & the responsibilities of the role within these for promoting student welfare.	✓		Application/Interview
Knowledge & experience of resource preparation to support learning programmes		✓	Application/Interview
Experience of providing excellent customer service	✓		Application/Interview/ References
Skills and Knowledge			
Excellent administrative and organisational skills	✓		Application/Interview
Articulate and well-developed written and oral skills.	✓		Application/Interview
Excellent Computer skills, including knowledge of Microsoft Word, Excel and email.	✓		Application/Interview
Education and Qualifications			
A good general education with strong numeracy & literacy skills – (GCSE in Maths & English or equivalent)	✓		Application
Qualification to Advanced level standard	✓		Application
First Aid at Work Certificate (or willingness to undertake training)		✓	Application
Qualifications and/or experience of computers & software to handle information to support learning		✓	Application
Attitude and Personal Qualities			
Ability to form effective relationships with students in the 16-19 range and sensitivity for their needs, combined with patience and tolerance	✓		Application/Interview/ References
Ability to form very good relationships with colleagues, to work as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		Application/Interview/ References
Ability to establish & maintain sensitive relationships with parents, carers and visitors	✓		Application/Interview/ References
To effectively use ICT to support learning	✓		Application/Interview/ References
Ability to adapt approach in accordance with student need	✓		Application/Interview/ References
To understand the meaning of inclusion in a college setting	✓		Application/Interview/ References
To possess a cheerful disposition with very good inter-personal and verbal communications & listening skills	✓		Application/Interview/ References
Practical skills; including a careful, thorough approach and personal pride in work done	✓		Application/Interview
Initiative, flexibility, adaptability and common sense	✓		Enhanced DBS clearance/References
Time-management skills with an ability to work under pressure with a minimum of supervision and to meet all deadlines	✓		Application/Interview
Trustworthiness and the ability to maintain confidentiality	✓		Application/Interview
Ability to identify and undertake own training and development needs	✓		Application/Interview
Excellent record of attendance, punctuality and health with the ability to lift reasonable weights in order to carry out appropriate personal care programme	✓		Application/Interview

To work flexibly as the workload demands	✓		Application/Interview
Willingness to be involved in the extra-curricular and wider activities of the College	✓		Application/Interview
Suitability to work with children	✓		Application/Interview
Commitment to equality of opportunity	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
Energy and enthusiasm	✓		Application/Interview
Empathy with the 14-19 year age group and the provision of a quality service for young people	✓		Application/Interview
Patience and ability to remain calm	✓		Application/Interview
Listening skills	✓		Application/Interview