

# Learning Support Officer APPLICATION PACK

**Rochdale**  
sixth form  
college



  
**Ofsted**  
Outstanding  
Provider

**OFFICIALLY  
OUTSTANDING**

**ALTUS**  
EDUCATION PARTNERSHIP

Thank you for your interest in working at Rochdale Sixth Form College. I hope that you will find this pack useful in completing your application.

Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is rated Ofsted outstanding and, is consistently ranked as one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.

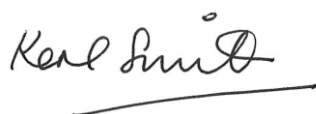
The Altus Education Partnership was formed in April 2017. It is a multi-academy trust formed by the governing body of Rochdale Sixth Form College and dedicated to the improvement of education in the borough of Rochdale. The Trust's mission arose from and builds upon the successes and values of the sixth form college. In short, our mission is to create a family of academies from early years to 18 that enables students in the borough to progress to an aspirational career, a fulfilling life and to make a positive contribution to society.

To work at RSFC you must aspire to be an outstanding colleague. You must be willing to share and learn. You must be prepared to go the extra mile, be a leader not a follower. Above all else, you must like young people and aspire to make them outstanding citizens.

We wish to appoint someone who will help us to continue to make a positive difference to the lives of young people in the borough. In return we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I very much look forward to hearing from you.

Yours faithfully



Karl Smith

Principal

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## **Application**

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

## **Deadline**

The deadline for the post is Tuesday 7<sup>th</sup> May 2024 (to arrive no later than 12.00 midday).

Interviews are expected to take place on the week commencing 13<sup>th</sup> May 2024

## **Shortlisting**

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

## **Salary**

The post will be paid on the Sixth Form Colleges Support pay spine, Scale Point 8 - 11, currently £24,010 - £26,097 FTE per annum. Actual salary for term time only plus 1 week is £21,565 - £23,439 per annum.

## **Start Date**

Immediate

## **For an Application Pack**

1. Visit [www.rochdalesfc.ac.uk](http://www.rochdalesfc.ac.uk) or [www.altusep.com](http://www.altusep.com)
2. Contact: [recruitment@altusep.com](mailto:recruitment@altusep.com)

*Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*

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# RSFC Vision, Mission, Values & Beliefs

## Our Vision

We aim to be the Sixth Form College of choice for the young people of the Borough of Rochdale and aim to develop confident and articulate students, respectful and respected, capable of independent and critical thought and appropriately prepared for higher-level achievement.

## Our Mission

At RSFC our central purpose is to help our students realise their academic potential. We believe every young person can succeed and we devote ourselves to improving student achievement, through high quality teaching and student support. Our young people are challenged to achieve through high expectations within a "you can do it culture". We always aim to build aspiration, to inspire and to motivate our students so they have the opportunity for greater choice in life.

## Our Values and Beliefs

As a Sixth Form College and as individuals we value and champion:

**Care for the Individual, Empathy and Compassion**— our priority is to connect with our students, be interested in their lives and backgrounds and listen actively to what they say, treating every student in every class as an individual and continuously boosting their self-esteem and confidence, whilst showing empathy and compassion towards their needs.

**Achievement, Success and Excellence** – an unceasing focus to improve standards of academic achievement to better the lives of our students, and a passionate desire for their success through a culture of high expectations and aspirations.

**Learning, Creativity, and Innovation** – we are driven to pursue effective learning for all students and first class teaching and support by all colleagues – day in, day out.

**Relationships, Collaboration and Teamwork** – students and staff working together to foster a real sense of community and mutual respect. A partnership with parents/carers to ensure our 16–19-year-olds are confident and mature individuals who can become responsible and valued members of our wider society. We maintain close and meaningful partnerships with schools, other colleges, and universities to further enhance the learner journey. Relationships with our community in Rochdale will reflect our commitment to the social and economic well-being of the Borough and increase the range of opportunities for our students to become active citizens.

**Inclusivity, Belonging and Respect** – we embrace diversity and strongly commit to the equality of opportunity for students, staff, their friends and families and our wider community to create a sense of belonging.

**Honesty, Openness and Fairness** – the life of the College community is based on the values of honesty and fairness, and we commit to conducting ourselves with openness, trust, and respect for the individual.

**Positivity, Enthusiasm and Fun** – shown by and towards all students and staff at RSFC.

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**The Ambition is that by the time students leave RSFC they will:**

- Have achieved their personal academic potential giving them a greater choice in life
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential
- Be contributing members of the community and have compassion for others
- Be able to celebrate their success and that of others
- Have developed the confidence to overcome barriers to success
- Be articulate, creative, and prepared for future growth and learning
- Be happy!

**Shared Objective for all Staff**

**"To maximise students' achievements"**

- At RSFC we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere
  - Our students are challenged to achieve through a culture of high expectations and a belief in their ability
  - Above all, staff at RSFC like their students and demonstrate this through their daily conduct and interaction
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# Job Description

<b>Job Title:</b>	Learning Support Officer
<b>Reports to:</b>	Assistant Principal (Learning Support, Inclusion, and Intervention)
<b>Salary:</b>	The Post will be paid on the Sixth Form College Support pay spine, Scale Point 8-11, currently £24,010 - £26,097 FTE per annum. Actual salary for term time only plus 1 week is £21,656 - £23,439 per annum.
<b>Contract:</b>	Permanent – 37 hrs per week – Term Time Only + 1 week Required to work to 6pm
<b>Hour of Work</b>	Start and finish times will be advised by your line manager. Will be required to have a late start of 10am and late finish of 6pm once a week on a rota basis within our Achievement Centre study area
<b>Start Date:</b>	Immediate

## Overall Purpose of the Post

- To implement agreed learning support with individuals/groups and support teaching staff in the learning and development of students.
- To provide detailed and specialist skills/knowledge within the field of SEN (special educational needs)/ALN (additional learning needs).

## Key Duties

- Provide in-class and 1:1 support for students and Additional Learning Needs.
  - Provide group and 1:1 academic support for students on Achievement Centre Placements.
  - Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
  - To adapt resources in liaison with teachers prior to lessons to maximise all learning opportunities.
  - Establish productive working relationships with students acting as a role model and setting high expectations.
  - To give positive encouragement, feedback and praise to reinforce and sustain the student(s) efforts and develop self-reliance and self-esteem.
  - Promote independence and employ strategies to recognise and reward achievement of self-reliance.
  - Provide support to students in the development of effective study skills/habits.
  - Provide guidance and assist in the training and development of staff as appropriate.
  - To promote the acceptance and inclusion of the student(s) with SEN (ALN), encouraging
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students to interact with each other.

- To support the student(s) in developing social skills both in and out of the classroom.
- To support the use of ICT in learning activities.
- To support students with access arrangements and educational needs in exams through invigilation.
- To complete admin in relation to placements for allocated students – initiate placement following referral from SPDL and manage review process in liaison with the student's SPDL.
- Provide regular feedback to relevant stakeholders (teachers, SPDL, SLT etc.) on the progress of allocated students with ALN/on AC placement and the effectiveness of the strategies employed.
- Maintain the environment of the Achievement Centre to facilitate quiet and productive learning.
- Complete administration in relation to the learning resources in the Achievement Centre to include the booking of laptop trolleys and the use of the library system to manage the classification and loaning of resources.
- Provide support to students in the use of Information Technology applications within the Achievement Centre including the logging of calls to the ICT Helpdesk as required and changing of passwords.
- Assist students in the use of the multipurpose printing devices including topping up printer credits and ensuring the devices are stocked with paper.
- Where appropriate, to develop a relationship to foster links between home and College, and to keep the college informed of relevant information.
- To complete written reports on progress of allocated students with Additional Learning Needs.
- To contribute and attend events including Open Evenings/Days, Presentation Ceremony, Consultation Evenings, etc.

## **Support for the College**

The Learning Support Officer will: -

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

## **General**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

## **Employment conditions**

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RSFC belongs to the Sixth Form Colleges' Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

## Other

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

# Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATTIONS AND EXPERIENCE				
1.	Level 2 (GCSE A* - C) in English and Maths.	E	√	
2.	Level 3 (A Level) or equivalent qualifications.	E	√	
3.	Level 3 Certificate for Teaching Assistants.	D	√	
4.	Knowledge of Special Educational Needs / Additional Learning Needs.	D	√	√
5.	Experience of supporting students in a classroom environment, including those with special educational needs.	D	√	√
SKILLS AND KNOWLEDGE				
6.	Ability to establish positive relationships with students and empathise with their needs.	E	√	√
7.	Ability to demonstrate active listening skills.	E	√	√
8.	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs.	E	√	√
9.	Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	E	√	√



10.	Ability to offer constructive feedback to students to reinforce self-esteem.	E	√	√
11.	Ability to deal sensitively with complex and sensitive issues.	E	√	√
<b>PERSONAL QUALITIES</b>				
12.	Willingness to maintain confidentiality on all college matters.	E	√	√
13.	Ability to work effectively and supportively as a member of the college team.	E	√	√
14.	Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the College as requested.	E	√	√
15.	Well-presented and professional manner.	E	√	√
16.	Demonstrable commitment to equal opportunities.	E	√	√
17.	Willingness and ability to adapt to a wide range of duties in response to changing circumstances.	E	√	√
18.	Committed to continuing personal and professional development.	E	√	√

# Rochdale

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