

**Job Description **

**Learning Support Youth Worker**

**(Higher Degree Apprenticeship in Youth Work) Permanent\***

**Reports to:** ALS Manager/Deputy ALS Manager

**Responsible to:** Assistant Principal

**Pay Scale:** SFCA Support Staff Terms and Conditions (Pay spine points 3-6)\*

Starting salary £20,025 (point 3)

**Hours of Work:** 37 hours per week, full time, full year, 8.30 – 4.30 Monday to Thursday and 8.30 – 4.00 on Friday, with half an hour unpaid for lunch. Lunch to be taken outside of student lunchtime or breaktime.

\*This post is subject to securing a place on the Youth Worker Higher Degree apprenticeship for September 2023 and pay increments are subject to passing each year of the course. Flexible start date for the right candidate. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key purpose of role:**

This training position leading to a permanent role offers the opportunity for studying a degree apprenticeship in Youth Work and the opportunity for the post holder to work as part of the Additional Learning Support Team. The post holder will be a key member of the Additional Learning Support Team by providing in and out of class support for a range of students with additional needs as required. Successful completion of the degree will lead to a Youth Worker Degree and Youth Work Association Accreditation.

The post holder will be a member of the Holiday Activity Team providing guidance and activities for children aged 5-16 during college holidays. They will also support transition from school to college for any students with special educational needs as part of the Additional Learning Support Team.

This post offers a degree apprenticeship programme of study each week through blended learning which is a combination of online distance learning and in person teaching and learning which takes place at College or at University over 3 years, with time given for study and the opportunity to gain youth work accreditation for the future.

**Main Responsibilities:**

**A. SEND Support**

* Supporting students with Education, Health and Care Plans (EHCP) to transition to and for college through one to one and in-class support to achieve their academic potential such as Specific Learning Difficulties, Sensory Impairment, Autistic Spectrum Disorder, Mental Health Stress, Physical & Mobility Impairments, and Medical Conditions as an illustration.
* Support the ALS Manager and ALS Deputy Manager to develop language, literacy and numeracy needs of students in class at Levels 1-3 including supporting students who have English as an Additional Language (EAL)
* Tracking and supporting students who may benefit from EHCP support as part of ‘Assess, Plan, Do and Review’
* Be part of a rota and working with teaching staff and additional learning support colleagues to report on student progress, working with parents and carers or other professionals, as necessary.
* Support identified students to access college facilities and resources including lunchtime activities and assist learners with mobility difficulties, including moving and handling as identified within the Moving and Handling Risk Assessment and Mentoring.
* Under the guidance of the Additional Learning Support Manager and Deputy Additional Learning Support Manager, assess and complete risk assessments in line with agreed policies and procedures
* Promote a positive and respectful image of students with additional learning support needs and participate in training, conferences and awareness-raising events to update and share knowledge.

**B. Youth Work**

* Organise, with direction and support, student-led activities to encourage students to actively participate in wider college life for example creative activities, clubs at lunchtime or other collaborate working groups.
* Provide one to one and small group mentoring support for targeted groups of students to build relationships within the student body and with the wider community.
* Work in partnership with students to develop new services for particularly for SEND students, making recommendations to the Assistant Principal (Students) for new initiatives and improvements to additional learning support
* Outside of term-time, being part of the Holiday Activity Team and supporting a wide range of activities with children aged 5-16 in college for the benefit of the local community.

**C. Classroom Support**

* Planning and preparing individual and small group activities appropriate to the educational needs and examination requirements of students, and with support of teaching staff, working to an updated scheme of work
* Working with the teacher in class to provide appropriate support for students and being flexible in approach to meet the needs of students.

**D. WIDER COLLEGE RESPONSIBILITIES**

The postholder will work to secure the successful development of the College by:

* Attending all scheduled briefings, staff meetings, curriculum team meetings, and other working groups/committees.
* Ensuring that during working days (or pro-rata equivalent), college work, as defined in individual job descriptions, has priority over other work and out of college responsibilities.
* Upholding the College’s obligations outlined in the College Contract.
* Contributing to Open Day and other publicised events and activities designed to promote the College as a whole and the individual opportunities it offers as required.
* Understanding and complying with the Support Staff Professional Standards and keeping up to date with changes in legislation and guidance.

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***All employees have a duty for safeguarding and promoting the welfare of children and young persons and must have due regard to the need to prevent people from being drawn into terrorism. Staff must be aware of the College’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.***

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**The post holder will also:**

* Participate in the College’s Appraisal Scheme as required and attend training and development as appropriate to the role.
* Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity.
* Set a positive ethos, demonstrate day to day positive behaviours and commitment to the College’s Core values of Excellence, Care, Diversity and Integrity.
* The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by the Assistant Principal.
* This job specification is subject to annual review by the Assistant Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder.

**Health and Safety Responsibilities of all staff:**

* Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
* Report any incidents, accidents and near misses to line manager/ First Aid Lead and Welfare Coordinator, in accordance with EN Policy.
* Ensure that personal protective equipment (PPE) provided for their safety is maintained and used appropriately and that any problems are reported immediately to their line manager.
* Report any health concerns to line manager, First Aid Lead and Welfare Coordinator, or HR Team which may be work related or which may affect their ability to do their job safely.
* Attend all statutory and essential H&S training as designated by the First Aid Lead and Welfare Coordinator and line manager.
* Comply with College and departmental H&S procedures relevant to their particular area and systems of work including emergency procedures.

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*This job description complements the Conditions of Service Teaching Staff Handbook agreed nationally by the Joint Associations and the SFCA (Sixth Form Colleges’ Employers’ Association) or any document which is adopted by the College to replace it. Copies of this Handbook are available on SharePoint/Policies & Procedures/ HR.­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| **Signed (postholder)** |  |
| **Date** |  |

**PERSON SPECIFICATION: Learning Support Youth Worker (Higher Degree Apprenticeship)**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **Assessed**  **From:** |
| **QUALIFICATIONS,**  **TRAINING AND**  **DEVELOPMENT** | Study to Level 3 and requirement to meet the entry requirements for the Youth Worker Degree Apprenticeship programme  GCSE Maths & English at grade 4 or above (or equivalent Level 2 qualifications) |  | Application  Certificates |
| **KNOWLEDGE/**  **UNDERSTANDING** | Understanding of the requirements of Safeguarding, Equality and Diversity, Inclusion, Learning Support, Health & Safety  Understanding of, or willingness to develop understanding of SEND  Understanding of professional boundaries | Understanding of person-centred working with learners  Understanding target setting and reviewing performance e.g. Individual Learning Plans | Application Interview  References  Assessment Tasks |
| **EXPERIENCE** |  | Experience of working in partnership with others e.g. students, teachers, family, carers,professionals and other agencies | Application  Interview  References |
| **SKILLS/**  **ABILITIES** | Confident communicator with excellent verbal and written communication skills -  able to communicate effectively with staff, students and parents  Good motivational, organisational and planning skills  Able to create a happy, challenging and effective learning environment  Able to act appropriately on own initiative as well as take direction |  | Application  Interview  Assessment Tasks |
| **ATTRIBUTES** | Flexibility, approachability, empathy  High expectations of students in terms of behaviour, achievement and team player who enjoys effective collaboration with colleagues  Able to remain calm and effective under pressure  Willing to play a part in the wider life of the College community |  | Interview  References |