



Job Description

Additional Learning Support Assistant

Line Manager: Director of SEND and Inclusion

Start Date: ASAP

Contract Type: Fixed-term contract until 28 August 2023

Key purpose of role: We are looking to recruit a caring, enthusiastic, and motivated Additional Learning Support Assistant to provide support to a small number of students with a visual impairment. The successful candidate will provide assistance to enable students to access the curriculum, develop social skills, develop independent learning, and provide indirect support by assisting in the production of resources. They will be able to adapt approaches according to the changing needs of the individual learner, whilst working within the framework of the College SEND policy.

Duties and responsibilities

In the first instance, your duties and responsibilities are listed below. As the needs of the College change, you will be expected to take on or relinquish responsibilities as directed by members of the Senior Leadership Team.

Role specific responsibilities

- To provide in class support for students with additional learning needs
- To provide support on College trips for students with additional learning needs
- To contribute to and deliver interventions for students with additional learning needs
- To deliver study skills support through 1:1 mentoring sessions or group work
- To monitor student support and progress
- To contribute to the administrative work of the ALS department
- To ensure that any additional support is recorded using the relevant systems
- To attend ALS team meetings and training sessions as required
- To support students in public examinations as required
- In exceptional circumstances there may be a requirement to support students with personal care, appropriate training will be provided
- To keep up to date with SEND developments in Further Education and in equality and disability legislation
- Any other duties as may be reasonably requested by the line manager to allow for the efficient running of the department without changing the general character or level of responsibility entailed.

General duties and responsibilities

The post holder is required to:

Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and inclusion.

Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.

Demonstrate day to day commitment to the College's core values of community and mission statement.

Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role

Special features of the post

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

The successful applicant will join a very friendly, hardworking and dedicated team supporting each other to the full at all times. You will need to be someone who can work comfortably within such a team, but can be equally comfortable using your own initiative to solve problems that come your way.

Diversity and Inclusion Statement

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Safeguarding Statement

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.

The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

Prevent Statement

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

**Simon Lett
Principal**

November 2022

Additional Learning Support Assistant Further Particulars

Salary:

The salary for this post will be at point 5 of the pay spine for Support Staff, which is currently £19,328.00 per annum (reduced pro rata to £16,566.86 per annum in accordance with the term time only contract).

Full Time Equivalent:

0.8571 FTE

Conditions of Appointment:

Appointment is to a one year fixed-term contract working to the terms and conditions of service for all College staff under the following main provisions:

Contractual Hours of Work:

37 hours per week, Monday to Thursday, 8.30 am to 4.30 pm and Friday 8.30 am to 4.00 pm, term time only, plus enrolment week (39 weeks in total).

The duties and responsibilities attached to all College roles demand a flexible and thoughtful approach to work. Work life balance is strongly supported by all.

Holiday Entitlement:

Since this is a term time appointment, you will be required to take your leave during the College holidays. Your holiday allowance is paid as part of your annual salary.

Pension:

You will be entitled to participate in the West Yorkshire Superannuation Scheme. Further details are available on request.

Safer Recruitment:

We have a strong commitment to safeguarding; all offers of employment are subject to the following pre-employment checks:

- Proof of identity
- Evidence of right to work in the UK
- Enhanced Disclosure and Barring Service check
- Overseas criminal record check if you have lived or worked outside the UK in the last five years, for a minimum of three months
- Evidence of relevant qualifications
- Fitness for work
- Two references, including one from current and/or most recent employer

Closing Date:

The closing date for applications is noon on Wednesday 16 November 2022.

Applicants for this post are asked to:

1. Complete the College's application form and Equality and Diversity form.
2. Write a supporting letter of application, with CV if you consider it useful.

Please send the completed details, as soon as possible, to:

Jen Rothery, Human Resources Advisor, as an email attachment to jobs@greenhead.ac.uk.

If you apply and are unsuccessful in being called to interview, can I thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - I hope that you will understand. The college is committed to Diversity and Inclusion and welcomes applications from all sections of the community.

**PERSON SPECIFICATION:
ADDITIONAL LEARNING SUPPORT ASSISTANT (Supporting students with a Visual Impairment)**

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS	A good standard of education	First Aid at Work certificate	Application Certificates
KNOWLEDGE/ UNDERSTANDING	Excellent IT skills Excellent Microsoft Word skills	Familiar with Educational, Health and Care Plans (EHCPs) Familiar with the Disabled Student Allowance (DSA)	Application Interview
EXPERIENCE		Experience of working with students in a school/college Experience of supporting students who have Access Arrangements	Application
SKILLS/ABILITIES	Ability to motivate learners to achieve their full potential Ability to empathise with 16-19 age range Excellent organisational skills Ability to work with accuracy Ability to communicate effectively with a wide range of individuals		Application Interview References
ATTRIBUTES	Ability to work independently, but also as part of a team Friendly, approachable personality Warm and caring attitude, whilst allowing the student the degree of independence that they require Willingness to contribute new ideas and resources A proven commitment to safeguarding and promoting the welfare of young people A proven commitment to equality and diversity and an understanding of the College's policies Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs	An adaptable and flexible approach to work	Interview References