

Reporting directly to the Faculty or Deputy Faculty Manager

Grade: Sixth Form Colleges' Support Staff Pay Spine, Points 6-9

You will be part of the learning support team supporting students in either the Mainstream or Alternative provision, from ages 11 – 18, to benefit from their learning up to and including advanced level courses. This will involve working closely with a wide cross-section of staff including Faculty Managers, Deputy Faculty Managers and Support Managers.

Your work will be co-ordinated through the Faculty Manager but there will be a need to work independently and to use your own initiative. A flexible approach to scheduling work time is essential as evening work may be required depending on student needs and the requirements of their course timetables.

Main Responsibilities

- Design and deliver academic related study skills through specialist teaching of study strategies both on a one to one and group basis.
- Undertake Initial Assessment, diagnostics and put in place action plans for literacy and numeracy needs and facilitate literacy and numeracy workshops.
- Facilitate literacy, numeracy, SEN or high value cost learning support.
- Facilitate supervised study sessions.
- Liaise with colleagues about student concerns and needs and when appropriate provide access to specialist resources in line with emerging needs.
- Implement designated screening or assessment programmes relating to learning needs or disabilities.
- Assist with enrolment and other key days throughout the year.
- Attend regular meetings to discuss the progress of students with schools, external agencies and the wider community (Case Conference).
- Keep records of student progress and involvement including attendance at one to one, small group or class sessions. Ensure that adequate records and information of support are maintained to a high standard in accordance with Data Protection and college procedures.
- Plan and prepare materials and assignments for students' supported self study groups as needed. In addition, take registers and maintain discipline for these groups
- Invigilate exams for students as required
- Actively contribute to the development of the Learning Support Team as an effective team member, collaborating with other members of the team to provide high standards of service within the college.
- Communicate effectively with individual learners to clarify additional support arrangements prior to the commencement of learning activities.
- Ensure learners with additional support needs are effectively supported in learning activities in the college and/or community. This may include; residential activities, day trips and holiday programmes.

- Adopt a range of strategies to enable each learner to become more independent within the classroom, college and community.
- In accordance with college procedures and training to assist with personal care needs according to the individual learners stated requirements, to include:
 - administration of medication; and
 - support at meal times when required.
- To form and maintain professional relationships with students and their families.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed Dated

Essential

- Hold a Level 3 Teaching Assistant qualification, or equivalent
- At least 5 GCSEs at A-C or equivalent level 2 qualifications, including English and Maths
- Experience of working with students with Social, Emotional and Mental Health Needs
- Be able to demonstrate an understanding of and empathy for learning difficulties and disabilities and have emotional resilience to work with challenging students.
- Have the ability to work on a one-to-one or group basis with young people and adults.
- Be able to demonstrate appropriate commitment to equal opportunities and inclusive learning.
- Have the ability and confidence to work with numeracy/mathematics.
- Have functional IT skills or must be willing to develop them further.
- Have an understanding of the basic principles of safeguarding
- Have the ability to work effectively as part of a team.
- Recognise the importance of confidentiality and ensure that it is maintained.
- Good note taking skills.
- Have good interpersonal, tact and diplomacy skills.
- Good organisational skills with a sensitive approach to work
- Have a good sense of humour and patience.
- Have high expectations of Students and set challenging targets.
- Be flexible in their approach to work including working hours

Desirable

- Degree in a relevant subject
- Experience of a teaching and learning environment.
- An interest in developing resources for individual students.
- Involvement with writing Individual Learning Plans.