

JOB DESCRIPTION

Job Title:	SEND Learning Support Assistant - Lambeth
Grade:	LSEC Spine Points 17 to 18
Basis:	Permanent
Contractual Hours:	35 hours 38 weeks Term Time only + 2 weeks
Location:	Lambeth Campus
Responsible to:	Personal Care, Support, Health Care Lead

MAIN PURPOSE OF THE JOB

In liaison with the Personal Care, Support, Health Care Lead and curriculum teaching staff, provide essential learning and accessibility support to young people and adults with SEN:

- Facilitate their access to and achievement of learning programmes
- Support their access to all College services, College led activities
- Facilitate personal development of learning/study skills and educational outcomes including those relevant to individual Educational Health & Care Plans (EHCPs)
- To act as an active LSEC College First Aider

KEY RESPONSIBILITIES

1. To assist in the educational and social development of learners under the direction of the support managers and curriculum team leaders
2. To support the development of self-advocacy and independent learning skills of learners.
3. To contribute to the assessment of students' learning and personal progression, working with relevant members of staff to contribute to the development of person-centred support plans.
4. To provide support and assistance to learners for their personal care, medication, safety and well-being.
5. To anticipate barriers to learning and participation, develop intervention strategies to minimise difficulties.
6. To gain a thorough knowledge of and be sensitive to, the learner' needs and learning objectives while on their study programme.
7. To ensure learners are able to access and fully utilise College support services and facilitate and participate productively in College life.
8. To ensure that specialist equipment, assistive technologies and/or facilities are available and operational where necessary.
9. To ensure learners with additional physical/medical needs have access to supervision and support as necessary.
10. To ensure any mobility problems within the building and other safety issues in line with College Health and Safety guidelines are reported to support managers
11. To assist in the review of learners' progress in line with College policies and ensure individual support plans are updated, and teaching staff are aware of any barriers to learning.
12. To liaise, when necessary, with outside agencies e.g. parents, key workers etc and forward information on to support managers.
13. To attend meetings and trainings as and when required.

GENERAL

The scope of this profile reflects the needs of the College at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Our Values

Stand Out:

We will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.

Teamwork:

We are a team. Together we get the job done. Together we achieve our goals. It's everyone's job to step in and help.

Accountable: We own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.

Respectful: We respect everyone - full stop. Diversity is valued and we maximise this as a talent and strength.

PERSON SPECIFICATION

Qualifications

	Essential	Desirable
A good standard of general education.	✓	
Minimum of Level 2 Maths and English or willingness work towards and complete.	✓	
To hold or be willing to gain a certificate in First Aid	✓	

Knowledge and Experience

	Essential	Desirable
Experience of working in a multi-cultural environment.	✓	
Understanding of safeguarding issues for the learner group and experience in the maintenance of safe learning environments and equipment	✓	
Experience and/or willingness to assisting learners regards to their personal care and mobility, taking instructions from learners regarding their support needs	✓	
An understanding of the discrimination and difficulties faced by people with learning difficulties and an ability to respond sensitively to their needs.	✓	
Experience of working with SEN learners in a or FE environment.	✓	

Skills and Competencies

	Essential	Desirable
An ability to establish and maintain good working relationships with students, teachers, parent/carers and, other agencies involved with the students.	✓	
Ability to work effectively as part of a team.	✓	
Good communication skills both written and verbal	✓	
Good IT skills	✓	
Ability to communicate signing MAKATON/ Sign-a-Long.		✓
Willingness to work with initiative and without direction.	✓	

Other Qualities

	Essential	Desirable
A willing, flexible and adaptable approach to work and willingness to adopt a flexible work pattern	✓	
Outgoing, personable, enthusiastic and determined	✓	
Understanding of, and commitment to, the College's Equality and Diversity policies	✓	
commitment to continuous professional development at both personal and team levels	✓	

Prepared to operate in accordance with the College's Health and Safety Policies	✓	
The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	✓	