CANDIDATE PACK

Job Title:
Learning Support Assistant

LONDON SOUTH EAST COLLEGES

Part of Elevare® CIVIC EDUCATION GROUP

About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.
Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.

Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout -** 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.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.

Job Description

Post: Learning Support Assistant

Reports to: Learning Support Coordinator

Spine point: 17 to 18

Main Purpose:

In liaison with the Learning Support Coordinator, Learning Inclusion Manager 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 and College led activities.
- Facilitate personal development of learning/study skills and educational outcomes including those relevant to individual Educational Health & Care Plans(EHCPs)

Duties and 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, 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 as and when required.

Person Specification for Learning Support Assistant

Qualifications

	Essential	Desirable
A good standard of general education.	✓	
Minimum of Level 2 Maths and English or willingness to work towards and complete.	✓	

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 with 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 secondary 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	✓	

	Essential	Desirable
Good IT skills	✓	
Ability to communicate signing MAKATON/ BSL/ Sign-a-Long.	✓	
Willingness to work with initiative and without specific direction.	✓	
A willing, flexible and adaptable approach to work and a 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	✓	

STAFF
LONDON SOUTH B

How to Apply

To see all our roles and to apply now visit careers.lsec.ac.uk

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