



## JOB DESCRIPTION/ CANDIDATE SPECIFICATION

<b>POST</b>	Supported Learning Assistant
<b>DEPARTMENT</b>	Healthcare, Early Years and Supported Learning
<b>CAMPUS</b>	Richmond
<b>SALARY</b>	£16,256.61 - £17,228.94 per annum inclusive of London Weighting (Scale 3), pro-rata for term time-based contracts
<b>HOURS</b>	33.75 hours per week, 38 working weeks per year. Part time options available.
<b>RESPONSIBLE TO</b>	Head of School – Healthcare, Early Years and Supported Learning

### THE PROGRAMME AREA

The Supported Learning section provides independent living, life skills and vocational training programmes to learners with special education needs including severe learning difficulties, moderate learning difficulties, behavioural, social and emotional difficulties and specific learning difficulties such as autism.

### JOB PURPOSE

The post-holder will be working as part of a team of Supported Learning Assistants (SLAs) to provide additional learning support to students with learning difficulties and/or disabilities (LDD), using a flexible and innovative approach in a range of contexts.

The role involves working with students who experience a range of barriers to achievement and the post-holder will support learners in a variety of curriculum activities and settings. This will include supporting students with intimate care where necessary. SLAs may work with individuals or small groups, as directed by the teaching staff and encourage students to engage with activities or work independently, where appropriate.

### MAIN DUTIES AND RESPONSIBILITIES

- Assist in the development and delivery of effective classroom support for groups and individuals with a wide range of educational and behavioural difficulties, this involves:
  - Providing support to students during lessons, under the direction of the teaching staff
  - Assisting in the identification of support need for learners and contributing to progress reviews and assessment in collaboration with the class teacher
  - Developing and preparing resources for lessons and activities as required and directed by teaching staff
  - Where requested, to support supported learning students on cross College courses
- Support students on arrival, during breaks and lunch times and at the end of the College day, providing practical support for students with mobility and/or sensory problems, enabling them to access classrooms and cross-college facilities
- Drive the College minibus to transport students to off-site activities
- Support students with intimate care where necessary
- Actively support student safety and well-being taking account of specific measures for individual students and following reporting and recording procedures for any incidents or accidents
- Attend team and course meetings as required

- To be flexible and be prepared to provide effective support to meet the needs of all learners. This may include the use of Makaton, Picture Exchange Communication System (PECs), Team- Teach and positive management of behaviour

## GENERAL DUTIES

- To participate fully in appraisal according to the College requirements and undertake training and development likely to improve personal knowledge and skills as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult Protection, Quality and Financial regulations. To report any concerns to the appropriate person.
- To use appropriate management information to recognise and support diversity in the student cohort.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- To be available to assist in enrolment procedures. This may require additional hours including evenings and weekends, for example during the Autumn Term.
- To work flexibly, this will include evenings, open days, parents' evenings and possibly weekends. Where this requires working outside normal working hours (e.g. evening/weekend working) time off in lieu arrangements will apply.
- To undertake any other duties commensurate with your level of responsibility as may be required by the College Leadership Team.

All members of staff at the College are expected to be:

- **Responsive & Adaptive**  
Responsive to change, creating new opportunities for meeting new challenges
- **Creative, imaginative and entrepreneurial**  
Innovators and commercially aware
- **Collaborative**  
Promote 'team-ship' through collaboration and taking pride in their work and the College
- **Passionate professionals**  
Role models committed to continually improving themselves and ultimately the experience and success of our students
- **Accountable**  
Understand the impact of (and take responsibility for) their actions upon College stakeholders

## CANDIDATE SPECIFICATION

The successful candidate will fulfil the following essential requirements.

	Essential	Assessed by
<b>Qualifications and further professional development</b>		
English and Maths at Level 2, or willingness to work toward	✓	A
Proficiency in IT and a relevant LSA qualification or willingness to work toward	✓	A/I/T
Be prepared to undertake additional responsibilities such as first aid	✓	I
Willingness to take part in all relevant training	✓	I
<b>Knowledge</b>		
Have an understanding of the needs of LDD learners and the key factors that affect the way they learn	✓	A/I
<b>Abilities/Skills/Experience</b>		
Relevant experience and skills in working with learners with LDD	✓	A/I
Flexible approach to working with different groups of learners, meeting individual needs, as directed by teaching staff	✓	I
Ability to support students using a range of strategies including Makaton, PECs and Team-Teach practices, or commitment and demonstrable ability to work towards this	✓	I
Ability to empathise, motivate and promote positive behaviour in students who have behavioural, social, or emotional needs	✓	I
Ability to develop and prepare resources for lessons and activities as required	✓	T
Ability to work effectively in a team and willingness to be flexible	✓	I
Demonstrable commitment to providing students with a high quality learning experience with particular consideration of: <ul style="list-style-type: none"> <li>- Health and safety</li> <li>- Equality and diversity</li> <li>- Safeguarding of children and vulnerable adults</li> </ul>	✓	I

A - Application I – Interview T – Task

## CONDITIONS OF SERVICE

The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed **before** the start of the employment. Confirmation of appointment is subject to the satisfactory completion of a 6 month probationary period.

This job description/candidate specification is subject to periodic review.