**Departmental Learning Support Assistants**

**Part Time/Full Time 22.5-35 h/w**

**Term-Time Only (37 weeks)**

**£19,746 to £21,810 p.a for 35 hours (Pro rata for part time)**

*For full time all year-round staff, we are offering a Welcome Bonus of £500\**

 *(\*T&C's apply) – Pro rata to FTE*

At Nescot, we are recruiting for Part Time and Full Time Departmental Learning Support Assistants for 22.5 (3 days) - 35 hours a week (5 days).

**What we are looking for**:

* A clear understanding and empathy of Special Educational Needs
* Experience as an LSAs or TAs and looking for their next career move
* Enthusiasm and committed to helping students develop
* Great administrative skills
* Excellent communication skills
* Ability to work well in a team and independently

**Duties and Responsibilities:**

* Provide stability, support and encouragement for students
* Monitor student’s progress towards their EHCP outcomes
* Conduct Educational Healthcare Plan (EHCP) annual reviews (full training will be provided)
* Provide assistance to students in the classroom and around the college
* Act as an advocate for students
* Participate in meetings

**Benefits:**

* 5 Minute walk from Ewell East
* Free parking
* Free online qualifications
* A discounted-on site gym, fitness classes, osteopathy and day nursery
* A choice of catering facilities including a discounted Starbucks
* Modern hair and beauty salon offering employee discounts

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** |
| **Title:** | DLSA |
| **Department:** | Learning support |
| **Fraction:** | Part Time/Full Time |
| **Status:** | Permanent, term time (37 week) |
| **Grade:** | LSA Grade 2 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** |
| **Responsible to:** | Head of SEN and Learning Support (LS) co-ordinators |

 **Functional links with:** EHCP Officer and Teaching staff

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| **Job Purpose:** |
| * To provide stability for students with an EHCP or with Additional Learning Needs (ALS) and to keep a record of their progress
* To ensure that the support for students within that Department is appropriate to meet their needs and to enable individuals to overcome barriers to learning
* To assist the college to widen participation and promote equality and diversity
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| **Main Duties and Tasks:** |
| **Assessment, Planning and Review of Support*** Contribute to the assessment and target setting for identified students and help to monitor and review their support
* Communicate regularly with Course lecturers and other LS staff to share appropriate information relating to assessment, planning, delivery and review of support.
* Maintain accurate records of all Learning Support provided
* Administer and manage up to 12 EHCP annual reviews per annum. (full training will be provided)
* Refer students for additional support within the college.

**Delivery of Support***In-class* * Provide assistance to individuals or groups in a wide range of activities associated with their learning programmes
* Select and make use of a range of support strategies to ensure identified students engage in learning and achieve such as breaking down tasks, clarify instructions, check understanding, assist with modifying resources, encourage students to focus on tasks. Adapting each approach according to student’s individual learning needs and style
* Assist teaching staff within the learning environment to ensure support is delivered discreetly, sensitively and effectively
* *Out of class*
* Support students to complete portfolios and other coursework
* Provide assistance with student’s research and revision
* Assists with preparation of adapted resources as required

**Personal Support*** Advocacy *–* act as an advocate for students in and out of class setting
* Pastoral care – support, encourage, and listen to student’s needs, referring to colleagues where necessary
* Assist student with any personal care needs if required. (Training will be provided)
* Attendance - assist teaching staff in encouraging and monitoring of student attendance.

**General*** Participates in departmental meetings and staff development activities
* Share good practice with other LSAs working within the team
* Work with LS coordinator to timetable and deploy in-class support
* Liaise closely with SEND team to monitor progress
* Demonstrate a commitment to further developing skills and knowledge in order to enhance support offered to students

To undertake such additional duties as may be reasonably requested by the the college that is commensurate with the post |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescots Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the within NEL.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| * You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish.
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This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: HoD Date: Jan/24UPDATED BY: HR Date: FEB 24 |
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| **Person Specification –**  |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Previous experience of working with young people or adults with learning difficulties preferably in an educational settingWorked successfully within a teamAbility to chair meetings with students, parents, and other stakeholders | A/III | Have personal or professional knowledge of the annual review process  | I |
| **Skills and Abilities** | Shows a good understanding of the SEND students and how they can be best supportedExcellent organisational and administrative skillsConfidence using IT skills for administrative tasksAbility to plan workload under pressureWillingness to work flexibly and within a range of indoor and outdoor environments, across a range of vocational areas, subject contexts and with a wide variety of people.Willingness to assist students with any personal care including their ability to access the college campus | A/IIIIII | Experience or skills for of advocating for vulnerable people | I |

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| **Qualifications** | * Minimum grade ‘C’ in GCSE Maths and English or equivalent
* IT Level 2 or experience of using IT systems in previous roles
 | A/TT | Additional relevant SEN qualification(s) and/or willingness to undertake training in relevant skills | A / I |
| **Personal Qualities** | Excellent interpersonal and negotiation skills Able to work on own initiative and as directedHas the ability to empathise with and motivate, students who have emotional, cognitive or other difficulties which may impact on their learningHas awareness of equality and diversity and NEL Values which is promoted within your role to make improvement Commitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010 | IA/T/IIIIIM |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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