**Learning Support Assistant**

**Term time only- 36 weeks**

**Up to £12,016 p.a (actual salary for part time hours)**

At **Nescot**, we are seeking enthusiastic and committed Part time Learning Support Assistants to join Nescot based in Epsom, Surrey.

**What we are looking for:**

* Organisational and team working skills
* Confidence using IT for administrative tasks
* GCSE or equivalent in Maths and English at grade C or above or evidence that you can support students to study at this elvel
* Understanding of and empathy with students who have learning difficulties,

**Duties and Responsibilities:**

* Help students develop student skills and grow into their independence
* Some students may have physical or medical disabilities and you may be required to undertake some personal care.
* In class support to students and act as an advocate for students

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

Work patterns available:

*Part time=* Wednesday to Friday (Hours can be discussed)

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

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.* Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).

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

**Job Description**

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| **Position Details:** |
| **Title:** | Learning Support Assistant |
| **Department:** | Learning support |
| **Fraction:** | Term time only, permanent, 36 weeks |
| **Grade:** | LSA1 |
| **Child/Vulnerable Adult Contact:** | YES |

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| **Reporting / Department Details:** |
| **Responsible to:** | Head of SEND/ LS co-ordinator, Lecturer in class |

 **Functional links with:** Curriculum departments

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| **Job Purpose:** |
| To provide additional support for students to enable individuals to overcome barriers to learning. Individuals may present with a learning difficulty, disability and/or medical condition, social, emotional or behavioural difficulty and/or may need support to further develop their literacy, numeracy or English language skills.To assist the college, improve success rates and implement the aims 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 also to the planning and review of 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 LS support provided
* Refer students for additional support within ALS department and other student services as appropriate

***Delivery of Support*** *In-class* * Provide assistance to individuals or groups in a wide range of activities associated with learning programme
* Select and make use of a range of support strategies to ensure identified students engage in learning and achieve such as take notes from board or from verbal dictation, assist with practical tasks, clarify instructions and information, check understanding and learning, assist with modifying resources, encourage students to focus on tasks. Adapt approach according to student’s individual learning needs and style.
* Employ various strategies to support students with reading, writing and numeracy skills
* Assist teaching staff within the learning environment to ensure timely support is delivered discreetly, sensitively and effectively
* Assist with management of student behaviour and ensure all health and safety requirements are met in full

*Out of class* * Support completion of portfolios and other coursework
* Provide assistance with research and revision for individuals or groups in the Learning Resources Centre
* Assists with preparation of resources as required

***Personal Support**** Advocacy *–* acts as an advocate for students in and out of class setting
* Pastoral care – supports, encourages, comforts and listens to students. Responds with practical help or advice and refers on to another party as appropriate within college. Referrals to external agencies should only be made through Student Services.
* Assisting students with any personal care needs
* Attendance - assist teaching staff in encouraging and close monitoring of student attendance on programme

**General*** Participates in departmental meetings and staff development activities
* Demonstrates a commitment to further developing skills and knowledge in order to enhance support offered to students
* Participates in activities to ensure high standards of support delivery such as Self-Assessment reports, peer observations
* To undertake such additional duties as may be reasonably requested by the line manager or Director of Faculty 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 ongoing staff development in line with Nescot’s aims.
* Undertakes teaching or staff development activities, normally not exceeding 6 hours a week
* 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 Nestots 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: HR Date: April 2023UPDATED BY: Date:  |
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| **Person Specification – Casual Learning Support Assistant** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Previous experience of working with or supporting young people to learn, preferably in an educational settingWorked successfully within a team | A/II |  |  |
| **Skills and Abilities** | Understanding of and empathy with students who SENDUnderstanding of and ability to employ strategies to promote positive behaviour.Excellent organisational and administrative skillsConfidence using IT skills for administrative tasksWillingness 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 |  |  |

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| **Qualifications** | Minimum grade C or 4 in GCSE Maths and English or equivalentIf you do not hold these qualifications in English and Maths you will be asked to show how your experience would help you would support students to study at this level | A/T | Additional relevant SEN qualification(s) and/or willingness to undertake training in relevant skills | A/I |
| **Personal Qualities** | Excellent interpersonal and negotiation skills so as able to form effective working relationships with young people and a wide range of professionalsHas a clear understanding of equality and diversity and Nescot values and takes appropriate action to make improvementsAble 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 roleCommitment 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 2010Commitment to energy management and sustainability | A/IIIIA/IA/IA/IMI |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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