**Inclusion and Support Officer**

**Term time only – 36 weeks, 30hpw, permanent**

**8:30am – 3:30pm Monday - Friday**

**From £15,688 to £16,881 p.a**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

Nescot are recruiting Inclusion and Support officers to support students in the 14 – 16 Alternative Provision at Nescot who are attending Nescot on a short-term programme. You will enjoy working with young people many of whom will be experiencing barriers to their learning. A background of working with young people with special educational needs including SEMH is necessary.

**What we are looking for:**

* Ability to work in a small team
* Able to use your own initiative and make decisions
* To be adaptable to the needs of students
* Good organisation skills and confidence using IT for administrative tasks
* Experience of supporting students with special educational needs including SEMH
* GCSE or equivalent in Maths and English at grade C or above or evidence that you can support students to study at this level

**Duties/responsibilities:**

* In class support to students and act as an advocate for students
* Help students develop student skills and grow their independence
* Contribute to monitoring of 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

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

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.*

**Closing date: 4th July 2025**

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

**Job Description**

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| **Position Details:** |
| **Title:** | Inclusion and Support Officer |
| **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:** | Learning Support Co-ordinator |
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**Functional links with:** Centre Lead/Teachers and 14 – 16 learning support staff

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| **Job Purpose:** |
| To provide learning and pastoral support for bespoke groups of students aged 14 – 16 years who are attending Nescot on a part-time programme.To act as advocate and mentor to students in this cohort.To encourage the engagement of students in lessons so that they have a sense of achievement and assist them in re-engaging in education. To assist students in identifying a pathway for Post 16. |

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| **Main Duties and Tasks:** |
| * Provide assistance to a bespoke group of students aged 14 – 16 years attending Nescot on a part-time programme who have become disengaged in their mainstream school.
* 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.
* Pastoral care –supports, encourages and listens to students. Responds with practical help or advice and refers on to another party as appropriate within college. Where necessary, facilitate a restorative approach when dealing with conflict.
* Adopting and using Trauma Informed Practices when interacting with students both pastorally and academically, understanding that an empathetic approach is needed to encourage success.
* 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.
* Assists with preparation of resources as required.
* Contribute to the assessment for identified students maintaining accurate records on learning support, attendance and achievements.
* Communicate regularly with Tutors/Centre Lead (14 – 16) and learning Support Co-ordinator (14 – 16) to share appropriate information relating to assessment, planning, delivery and review of support.
* Advocacy *–* acts as an advocate for students in and out of class setting.
* Participates in departmental meetings and staff development activities.
* Demonstrates a commitment to own CPD (continuous professional development).
* To undertake such additional duties as may be reasonably requested by the Centre Lead (14 – 16) or Learning Support Co-ordinator (14 – 16) commensurate with the post.
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims.
* Undertakes staff development activities.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment.
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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. |
| **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, Monday to Friday 8:45 – 17:15. Hours for this post are 30 hours per week 8:30am – 3:30pm, Monday – Friday.
* 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: June 2025UPDATED BY: Manager Date: June 2025 |
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| **Person Specification –Learning Support Assistant** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Previous experience of working with or supporting young people to learn 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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