

Job Description

Job Title: Learning Support Assistant

Reports to: SENDCO

Salary: £19,743 pa

Location: HMYOI Feltham

Purpose

To support young persons in overcoming barriers to learning they may have, and in particular to support young persons in the acquisition of level 2 literacy, numeracy and employability skills.

Main Duties and Responsibilities

1. Work in planned support of young people, across all educational areas, including outreach, in both groups and on a 1:1 basis according to their individual learning needs so that any barriers to learning are overcome and, in particular, their literacy, numeracy and employability skills are enhanced.
2. Provide constructive support to the tutor in the learning environment including classrooms, workshops, library etc, so those sessions are planned for, supported, managed and delivered efficiently and effectively.
3. To work under the guidance of the classroom teacher to support the literacy and numeracy needs of young people.
4. Contribute to establishing and maintaining high standards of young person behaviour so that an orderly learning environment is achieved.
5. Ensure that bullying is confronted so that vulnerable young people are safeguarded in their learning.
6. Contribute to records of attendance, behaviour, and learning in support of lecturing staff to a high standard so that individual and group performance can be assessed.

7. Contribute to assessment, planning and review in order that learning and skills development is integrated within the sentence planning process. Act as personal tutor to designated young people.
8. To maintain paper based and electronic Management Information Systems, including NOMs record systems.
9. To maintain and/or contribute towards young people's ILPs.
10. To be involved in all processes and Shaw Trust Feltham YOI procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of young people.
11. To develop the curriculum in line with national requirements, local community needs, and the needs of employment.
12. To develop young people-centred learning strategies, which contribute to increased retention, achievement and progression.
13. To observe procedures for young people monitoring, discipline, security and complaints in accordance with the Shaw Trust Feltham YOI Charter.
14. To contribute to the Shaw Trust Feltham YOI's annual assessment and review process.
15. To support the Employer Engagement Manager in the development of work placement, traineeships and apprenticeship opportunities for the young people.
16. You will be expected to regularly attend programme, course and team meetings as directed by your Line Manager.
17. Ensure adherence to the company's equalities and diversity policy.
18. Other duties commensurate with the level and nature of the post.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to

promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the Prospects Feltham YOI.

<p style="text-align: center;">Person Specification</p> <p style="text-align: center;">Job Title:</p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Minimum Grade A-C GCSE (or equivalent) in Maths & English (E) • NVQ Level 3 or A Level in either Maths, English or ICT (D) • Possession of a relevant qualification such as certificates relating to adult learning and/or support. (D) • Prepared to undertake relevant Learning Support Assistant training, including accredited courses; (D)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of young people and related issues (E) • Awareness of curricula and pedagogical issues relating to literacy and numeracy (D) • Experience of engaging young people in learning who have been disconnected from education (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Awareness of, and a commitment to, the promotion of equal opportunities and the recognition of diversity. (E) • Understanding of, and the ability to use, strategies to promote positive behaviour; (D) • Committed to enhancing literacy, numeracy, ICT and employability skills of young people (D)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Excellent interpersonal and negotiation skills, both with young people and a wide range of professionals, both within the establishment and in the community (D) • Excellent organisational and administrative skills (D) • Commitment to an inclusive education (D) • Experience of working as a member of a team and evidence of the ability to work effectively with colleagues. (D)

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service Check at an Enhanced level **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**