



**Job Title:** Learning Support Assistant

**Responsible to:** Senior LSA/Pastoral Lead

**Place of Work:** K Sports Cobdown and/or Baypoint Club, Sandwich.

**Hours of Work:** 25-30

**Pay Scale:** £7.18 - £12.92 per hour depending on qualifications and experiences

**Applications Close:** 5<sup>th</sup> December 2022

**Interview Dates:** 12<sup>th</sup> – 16<sup>th</sup> December 2022

#### **Job Purpose Statement:**

Support students with additional learning needs and/or disabilities to ensure that they can access their study programme in order to be successful and progress, working effectively and confidently on a one to one basis or with small groups of young people to support their learning needs and/ or disability in a classroom setting and promoting social development through activities, clubs and events in the social areas and in the wider college, providing opportunities for social interaction and the development of good communication, encouraging participation in small group activities.

#### **Main Responsibilities and Duties:**

The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:

1. Provide timely, appropriate support for students with learning difficulties and/or disabilities in a structured learning environment, supervising and monitor students in the learning environment and social areas as necessary, ensuring the completion of day-to-day administration recording interaction with students and student progress through live student records and development of learning materials, keeping the Head of Study Programmes informed of day-to-day developments. This includes completing all relevant documentation to comply with audit requirements.
2. Work effectively and confidently with students on a one-to-one basis or in small groups, in a mentoring capacity. This will include accompanying students on external visits as and when required.
3. Promote the social development of students through activities and events, planning programmes of activities which ensure specific students are engaged, promoting opportunities for social interaction and the development of good communication and encourage participation in regular small group activities.
4. Develop informal opportunities for citizenship and employability education and ensure that students respect the environment and promote positive behaviour of young people.
5. Signpost students to relevant support services and assist students where necessary, including attending regular supervision meetings with the Student Welfare Officer and/ or Lead Counsellor where appropriate.
6. Set Smart targets for students on their ILP to support improvement and complete timely review
7. Liaise with the curriculum lecturer to plan the support needed for students, including ensuring access to

a scheme of work at the beginning of each term and a lesson plan at the beginning of each lesson, and implement planned differentiation within the learning environment as required.

8. Prepare resources to aid teaching of students with disabilities/ difficulties, ensuring the maintenance of the required physical resources, equipment, and facilities to assist students.

9. Attend staff development activities, meetings and Focus days as required, to maintain and develop the skills required to support students.

10. To offer occasional support on other Sports Connect programmes on a need's basis.

**Health and Safety:**

To work according to Health and Safety regulations being aware for your own safety and the safety of others.

**Departmental Communication:**

Attend meetings, briefings as appropriate and liaise with other staff.

**General:**

To undertake any other duties that may be necessary from time to time as may be reasonably requested by the College.

To work according to the Company policies and procedures.

**Safeguarding:**

Sports Connect is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of employment will be subject to a full Safer Recruitment Process and the successful candidate will be subject to an enhanced DBS check, satisfactory references and other background checks deemed appropriate for this role. This role is exempt from the Rehabilitation of Offenders Act 1974.

**Person Specification:**

Qualifications	Essential	Desirable
Relevant qualifications e.g., Level 2 classroom support qualification or willingness to work towards. Level 3 classroom support qualification	X	
5 GCSEs including passes in English and maths.	X	X
<b>Experience</b>		
Experience of supporting young adults with a range of learning difficulties and/or disabilities or a willingness to undertake training.	X	
Experience of Microsoft Office Applications	X	
<b>Skills</b>		
The ability to work in a manner to support the changing needs of students ensuring differentiation is implemented within the classroom.	X	
Additional skills/experience e.g., sign language, dyslexia support etc.		X
Good verbal and written English	X	
Good communication and liaison skills.	X	
Strong commitment to team working.	X	
Good digital skills		X
Ability to embed English and maths in theoretical and practical sessions.	X	
<b>Other Requirements</b>		

Willing to undertake mandatory training and demonstrate awareness of Health & Safety requirements.	X	
Willing to undertake mandatory training and demonstrate awareness of GDPR.	X	
Willing to undertake all other mandatory training as required by the College.	X	
The successful candidate will be required to adopt a student focus and commitment to developing knowledge of quality improvement processes and systems.	X	
<b>Safeguarding</b>		
Sports Connect is committed to safeguarding and promoting the welfare of young people and vulnerable adults. The candidate's ability to perform the duties aligned to safeguarding and Prevent strategies within this role will be explored during the interview process.	X	
The successful candidate will be required to have a DBS check to work.	X	