

## **Job Description**

<b>Post:</b>	<b>Learning Support Assistant with possible driving responsibilities</b>
<b>Responsible to:</b>	<b>Head of Centre</b>
<b>Hours:</b>	<b>32 hours over 4 days, term time only</b>
<b>Job purpose:</b>	<b>To work as part of the Develop support team in supporting students including those with learning difficulties and providing classroom support to Tutors, with a focus on horticulture</b>

### **Main Duties and Responsibilities**

In relation to the Individual student:

1. To develop an understanding of the special educational needs of the student/s concerned.
2. To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
3. To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
4. To help promote independent learning.
5. To help reinforce learning.
6. To assist students with physical needs.
7. To help students record work in an appropriate way.
8. To develop study and organisational skills.
9. To help keep the students on task and to build motivation.
10. To model good practice.
11. To help build the student/s' confidence and enhance self-esteem.
12. To assist with career events within schools or other establishments as appropriate.
13. To undertake general office duties, including faxing, photocopying and filing as required.
14. To be prepared to undertake reception duties at our Training Centre, greeting visitors and making refreshments.
15. To undertake any ad hoc tasks as required, and to be flexible in covering the work of other team members as and when necessary.

**In relation to the Tutor:**

1. To have formal and informal meetings with teachers to contribute to planning lessons / activities.
2. To prepare materials and resources.
3. To prepare students beforehand for a task.
4. To work on differentiated activities with identified groups.
5. To support the teacher in implementing specific teaching programmes.
6. To contribute towards delivery and resource development for functional skills in English, Maths and ICT
7. To supervise practical tasks.
8. To carry out structured classroom assessment/ observation and feedback.
9. To be involved in keeping records and evaluating identified students' progress.

**In relation to the Training Provider**

1. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
2. To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
3. To identify personal training needs and to attend appropriate internal and external in-service training.
4. Any other tasks as directed by the Training Director, which fall within the scope of the post.

**Driving responsibilities:**

1. To transport learners to and from the Dunstable centre and Milton Keynes daily, and other events as required.
2. Organising learners and maintaining an accurate register of passengers on the trip
3. To carry out daily and weekly vehicle checks, ensuring appropriate vehicle maintenance and making sure the vehicle is clean (inside and out) and roadworthy before and after use.
4. To be responsible for keeping a paper mileage log and then uploading the electronic record
5. To strictly follow Develop's safe driving policy
6. To be an active member of Develop staff, supporting colleagues with the supervision of learners within the horticulture programme

## **Supervision arrangements**

1. Termly formal review of performance with the Tutor
2. Regular meetings for team as required
3. Observation of classroom support work by Head of Centre initially twice yearly.

## **Other Responsibilities**

### General:

1. Any other duties commensurate with the post across Develop.
2. Abide by Staff Behaviour Code of Conduct Policy
3. To comply with Company procedures
4. To keep an electronic diary constantly updated checking with line manager before making any appointments not connected to work
5. To keep an accurate and up to date record of all staff training undertaken
6. To attend and participate in team meetings as requested by CEO
7. To respect the clients and learners needs
8. To respect confidentiality of staff and learners
9. To carry identification badge when on Company business
10. To present oneself in a professional manner while working as a representative of Develop
11. To complete the travel form as required on a monthly basis
12. To participate in all inspections as required
13. To maintain CPD by attending training, reading and other relevant activities
14. To take every opportunity to promote Develop's services to potential customers

### **Data Protection:**

All employees – as well as the Company – have responsibilities for Data Protection under current legislation. Heads of Centre's and Project Managers have responsibility for the type of personal information they collect and how they use it. It is every employee's responsibility to ensure that they comply with the organisations Data Protection Policy and any relevant procedures for requesting, processing or sharing personal information. No-one at any level should disclose or share personal information outside the organisation's policy and procedures, or use personal information held on others for their own purposes. Anyone disclosing personal information without the authority of the organisation may be committing a criminal offence, unless there is some other legal justification, for example under 'safeguarding' or 'whistle-blowing' legislation.

### **Safeguarding**

All employees (and volunteers) are required to uphold the values of Develop with its promotion of being an inclusive and safe employer, both for staff and it's learners. In order to achieve this you shall commit to attend / participate in specific training to maintain and upskill your knowledge in these critical areas that will enable both yourself as an employee, and Develop to comply with its legal and moral responsibilities.

All employees must report any matters, using the correct procedures, relating to these areas to ensure we continue to drive forward the safety and wellbeing of all our staff and learners.

### **Health and Safety**

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work.

You must co-operate with your employer and co-workers to help everyone meet their legal requirements.

You are responsible for following health and safety requirements in line with the Company policy.

### **Inclusion**

All employees including volunteers are required to uphold and express the values of Develop during the course of their work with staff, learners and customers.

Develop is an inclusive employer promoting a positive culture for inclusion in all that we do. Fair practice should be observed at all times and you should participate in specific equality and diversity training and any other inclusion training that would up skill you for your role so that Develop complies with legal and moral responsibilities.

Success of Application will be subject to Full Enhanced Disclosure and Barring Service Check (DBS)

## **PERSON SPECIFICATION FOR LEARNING SUPPORT ASSISTANT**

<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualification and training	Minimum of C grade GCSE's in English and maths or Level 2 Functional Skills qualification or equivalent	Evidence of qualifications in this area.  Education to A level or its equivalent and beyond.  Career Guidance qualification
Experience	Previous Learning Support Assistant/ Classroom work  Evidence of having worked with young people in some capacity.	Relevant work experience in a similar environment.  Experience of working with children with SEN, preferably in the 14-18 age group.

		Experience of organising work experience for students.
Qualities, skills, knowledge and abilities.	<p>A positive interest in working with young people.</p> <p>Ability to get the best out of young people.</p> <p>Adaptability.</p> <p>Able to work independently and as part of a team.</p> <p>Ability to build good working relationships with a range of colleagues.</p> <p>A clear communicator.</p> <p>Ability to work calmly and with patience.</p> <p>Ability to organise own workload</p> <p>Good time management skills</p>	<p>Excellent IT skills (knowledge of Adobe, MS office and Gmail will be beneficial)</p> <p>Knowledge of Horticulture or Landscaping</p>

### PERSON SPECIFICATION FOR MINIBUS DRIVER

<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualification and training	<p>Full UK Driving License</p> <p>Willing to undertake the MiDAS test</p>	<p>MiDAS – minibus driver awareness scheme</p> <p>A clean driving license</p> <p>First Aid Certificate</p>
Experience		Experience of driving a 15 seat minibus
Qualities, skills, knowledge and abilities	Basic knowledge of vehicle maintenance and safety checks	Good knowledge of local area around Milton Keynes and Dunstable

	<p>Confident and have the authority to lead and control a group of young people</p> <p>Must be reliable, and have a co-operative, responsible attitude to work</p> <p>Must have good time keeping skills</p> <p>Calm, safe approach to driving</p>	
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