

ROLE PROFILE

General Details	
Job Title	SEMH Learning Support Assistant
Vacancy Number	VN572
Department	Foundation and Vocational Areas
Reporting to	EHCP and Learning Support Coordinator
Responsible for	Support for Teaching and Learning
Place of work	Telford College
Tenure	Fixed term – July 2022
Hours/FTE	X2 20 hour posts
Salary	£17,848 pro rata 36 weeks £7,527.10 actual
Terms & Conditions	Business Support Staff
DBS	Enhanced
Closing Date	Friday 26th November 2021 at 9am
Interview Date	To be confirmed

The Post

The future destinations programme at Telford College is for students who are not yet able to follow a full-time college course and who need support to develop their confidence, social emotional and mental health and communication skills to overcome barriers to learning. Students may be at risk of becoming NEET (Not in education, employment or training) and their difficulties can present as challenging, disengagement, withdrawal, anxiety or depression, immature social skills.

The specialist Learning Support Assistant SEMH role is to support teaching and learning primarily for students on the Future Destinations programme, working alongside teachers and other key staff.

The post holder is responsible to the EHCP and Learning Support Coordinator and the Teacher for his/her duties, responsibilities and tasks. The post holder is required to maintain efficient professional working relationships with all students, staff, parents/carers, other professionals and all visitors.

Main Duties and Responsibilities

The successful applicant will be expected to:

- To work at all times according to the aims and policies of the College.
- To undertake work/teaching programmes with individuals or groups of students primarily but not exclusively on the Future Destinations programme.

- To work collaboratively with the Positive Behaviour Support Assistant
- to maintain professional yet empathetic boundaries, establish, routine, consistency with a bespoke approach to identify barriers and help overcome them
- To support students to develop their emotional resilience and academic progress.
- To work alongside the class teacher and other support staff, sometimes on a 1:1 or group basis
- To identify how to support behavioural change, meet needs and prevent reoccurrence.
- To support students to set up and clear away resources, equipment.
- To work with students to develop the skills they need to manage in a wide range of organisational and social settings.
- To assist the Teacher in maintaining a safe and stimulating environment
- To undertake professional development and training across The College as appropriate.
- To support inclusion/outreach work as required.
- To complete Learning Support Records to support the EHCP review process
- To undertake and support with the personal care needs of students such as toileting, feeding and mobility (this may require a level of physical fitness appropriate to the requirements of the individual needing care e.g., pushing a wheelchair) in accordance with the policy of the College.
- To supervise meal and break times as required, this may involve assisting students with the purchase and carrying of food and drink in areas within the College.
- To provide supervision at social times to enable learners to access clubs/activities
- To supervise students in and out of transport at the beginning and end of the day.
- To support students in relation to learning/additional needs including physical, behavioural, medical, emotional, sensory etc.
- To support the invigilation process for students sitting exams, acting as scribe, amanuensis, reader, prompter etc as required.
- To support all aspects of the curriculum as timetabled and to provide assistance across all areas of work which the students undertake including (but not exclusively) essential skills, social skills and a range of vocational activities associated with work preparation and leisure. Some of these may take place off the College campus.
- To attend learning support meetings, some of which may take place outside of normal working hours.
- To promote good relationships with colleagues, parents, other professionals and visitors.

- To maintain confidentiality in all forms of communication including guidance on social networking sites and ensure that this is always adhered to.

This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

	Essential	Desirable	Evidence
1. Hold a Level 2 qualification in English and Maths or equivalent or be prepared to work towards it	✓		A/C
2. A minimum of 12 months experience working with people with Social, emotional and mental health difficulties	✓		A/C
3. Excellent interpersonal skills and the ability to communicate effectively with students and staff at all levels and to establish and maintain good relationships with young people	✓		A/I
4. Ability to implement training and carry out tasks independently and follow instructions.	✓		A/I
5. Excellent ability to make and record observations/and provide positive behaviour support to young people who may be disengaged.	✓		A/I
6. Very good understanding and use of spoken English in order to receive and give instructions and comply with health and safety procedures	✓		A/I/R/T
7. Experience of and genuine desire to work with children and adults with Social, Emotional and Mental Health needs.	✓		A/I/R

8. Able to maintain professional yet empathetic boundaries, and establish, routine, consistency, with a bespoke approach to identify barriers and help overcome them.	✓		A/I/R
9. Experience of recognised approaches of positive handling techniques i.e Team Teach	✓		A/I/R
10. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others		✓	A/I/R
11. An enthusiastic and positive attitude with the desire to make a positive contribution to the life of the provision	✓		I
12. Good general health to carry out the role: <ul style="list-style-type: none"> • Physical ability to carry out moving and handling of students including pushing wheelchairs and assisted transfer from wheelchair to toilet etc. • Supporting students on sporting/outdoor activities both on and off site • Physical ability to work with students with challenging behaviour • Willingness/ability to carry out first aid and support medical needs for students with training • Willingness to work with students in all areas of the College 	✓		A/I
13. An understanding of and commitment to diversity and equality of opportunity	✓		I

ADDITIONAL INFORMATION

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.

