

Harington Job Description



Job title:	Learning Support Assistant
Reporting to:	Learning Support Manager
Salary:	Band L2 – L4 (£25,786 –£27,481) pro rata
Hours:	20.25 - 26.75 (3-4 days per week), term time only*
Contract term:	Fixed term until 31 st July 2024 (subject to funding this will be renewed)

Main Functions

This role will work in a strengths-based way to support the independence, autonomy and aspirations of our students. It will support students with learning difficulties/disabilities within their learning programmes, within group settings and individually. Contact hours will be spent with students who need extra help to participate fully and progress with their learning at the Harington Scheme's training centres or on work experience (inc. the Harington Charity Shop and Harington Gardeners). There will also be opportunities to support with enrichment, mentoring and group activities.

Main Duties

1. To provide support in sessions for a small group/s and/or individual students, or support outside teaching sessions and on work experience as directed by the line manager.
2. To assist teaching staff with the preparation of materials or activities for named student use and to liaise with teachers and other relevant staff to ensure that effective support is offered.
3. To attend to the specific needs of named students throughout the day as required, being especially attentive at student breaks when social and personal care support are most likely to be needed, but also making regular checks at other times throughout the day.
4. To help students to meet their personal care needs sensitively and appropriately, to a high standard, including personal hygiene, preparing/buying meals and drinks and supporting with any medication in line with guidelines provided.
5. To work closely with the students' keyworkers to ensure that individual student targets are being monitored and reviewed.
6. To act as a trouble-shooter and work with the students to ensure they meet behaviour and learning targets.
7. To maintain a system to record student progress in conjunction with the students' keyworkers.
8. With the knowledge/permission of the line manager, make contact with parents and carers, either by telephone or in writing, where appropriate.
9. To attend team meetings.
10. To undertake training and development, as appropriate.
11. To accompany and support students during external work experience placements and/or trips.
12. To undertake administrative duties relating to the student and the additional learning support being provided.
13. To work corroboratively with Harington staff to produce Individual Risk Assessments, Personal Emergency Evacuation Plans and Medical Protocols, as required.
14. To contribute to student reports/reviews, as required.
15. To ensure a safe working environment for colleagues, students and visitors in line with the Health and Safety at Work Act and the Harington Scheme Health and Safety Policy.
16. Safeguard and promote the welfare of children and vulnerable adults for whom you are responsible and with whom you come into contact.
17. Carry out other tasks commensurate with grade as specified by managers.

Person Specification

Job Title: Learning Support Assistant

Selection Criteria	Essential (E) Desirable (D)	Assessment method
Experience		
Have some experience of working with people with learning disabilities	E	AF, I
Experienced in working as a learning support assistant	D	AF, I
Previous experience of autism and/or those with limited verbal communication	D	AF, I
Previous experience of managing students with behaviours of concern	D	AF, I
Skills and abilities		
GCSE Grade 4 or above in English and Mathematics or equivalent qualifications and good verbal and written communication	E	AF
Competent in using Word, Powerpoint, Excel, Outlook	E	AF, I
Level 2 or 3 Learning Support or other relevant qualification	D	AF
Able to support young people with learning disabilities in a variety of settings including: classroom, gardening activities and on work experience	E	AF, I
Reliable, flexible and trustworthy	E	I
General awareness of health and safety	E	I
Ability to work effectively as part of a team.	E	AF, I
Other		
Knowledge of/commitment to equal opportunities and anti-discriminatory practice	E	I
Commitment to safeguarding and improving the well-being of children/vulnerable adults and the ability to follow safeguarding procedures	E	I
Enhanced DBS Disclosure	E	I
Willingness to undertake CPD as required	E	AF, I

This post involves working closely with young people and vulnerable adults therefore appointment will be subject to an Enhanced DBS Disclosure with Barred List check

*Please note we are open for 42 weeks in the year.

Date: 25/3/24