Learning Support Assistant – Job Description

Reports to:	Site Lead
Hours:	Various hours available Full and part time (14 – 35 hours per week) 38 weeks per year
Type:	Permanent
Salary:	£13.26 per hour

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

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and a "real-life" hospitality and catering facilitate in Rainworth, Mansfield. These environments enable us to provide a range of personal and vocational training opportunities including:

- Art
- Animal Care and Horticulture
- Cookery
- Digital Media
- Duke of Edinburgh
- Employability skills
- Functional Skills
- Game Based Studies
- Hospitality and Catering
- Life in Modern Britain
- Music
- Performing Arts
- Personal and Social Development

- Sports

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

Job Purpose:

Our Learning Support Assistants are employed to support learners in group sessions or on an individual basis, to ensure outstanding progress is made, relevant to individual support plans, individual learner targets and planned outcomes. Motivating and engaging learners in sessions both on Educational and Lifelong Learning pathways.

Main Responsibilities:

- Work collaboratively with Tutors, to provide a quality and beneficial experience for the learners linked to their goals and aspirations.
- Record and evaluate progress and achievement.
- To work at all of our sites, as requested with limited notice.
- Support learners at external work environments, enabling them to progress to work independently.
- Support Tutors to resolve learner issues and concerns.
- Supporting learners with challenging behaviour and help to develop strategies enable learners to overcome behavioural issues.
- Supporting Tutors in preparing resources for sessions.
- Assisting learners at breaktimes and encouraging them to engage in enrichment activities.
- Assist learners to ensure safe and efficient arrival and departure to/from college. Ensure learners are safe at all times with considerations for their health and well-being.
- Deliver personal care which meet or exceed learners' requirement, promoting independence throughout, for example helping the learner with care needs to have a shower, to go to the toilet or to care for their skin or hair.
- To be an effective role model demonstrating best practice and have the ability to demonstrate professionalism at all times.
- To be aware of Landmarks policies and procedures, and to support and promote Landmarks' vision and mission.
- Participate in the observation process for the Education provision that is linked to quality improvement.
- Undertake training as and when necessary, including Team Teach.

- Attend internal meetings, briefings and other forums as required.
- Carry out the duties and requirements of the post in compliance with Landmarks Equal Opportunities, Health & Safety, Child and Vulnerable Adult Protection and other policies and procedures.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	Full UK driving license, with willingness to travel and use own vehicle. Basic computer skills.	Relevant, recent training and development. Learning Support Qualification (willingness to work towards). Level 2 Maths and English (willingness to work towards). Team Teach training (willingness to work towards). IAG Level 2 (willingness to work towards).
Experience	Experience of working with adults and children with learning difficulties and/or disabilities. Able to work as part of a team and communicate clearly. Able to understand and carry out instructions.	Working within an Education environment. Working with people with behavioural needs.
Knowledge	Commitment to safeguarding, equality and diversity and health and safety at the college.	Behaviour management strategies.

	Understanding of the importance of maintaining confidentiality.	
Personal Attributes	Flexibility is essential to enable Landmarks to meet the needs of our learners. Resilient to daily changes at short notice. Willingness to deliver personal care.	Understanding of own abilities, limitations and when to seek support.

In return we will offer:

- **24/7 Employee Assistance Programme (Westfield Health):** Confidential emotional, financial and practical support whenever you need it.
- **Education Support Helpline:** Free, specialist wellbeing support for all teaching and education staff.
- **Access to Trained Mental Health First Aiders:** On-site support from staff trained to listen, signpost and offer immediate reassurance.
- **Comprehensive Westfield Health Package (level 2):** Includes a health cash plan, virtual GP appointments, counselling options, discounted shopping and services, and a wide range of wellbeing resources.
- **Annual Flu Vaccination Voucher:** Supporting your health and reducing winter illness.
- **Access to Additional Discount Schemes:** Including the Blue Light Card and other optional staff savings programmes.
- **Health & Wellbeing Services:** Occupational Health support where necessary.
- **Generous Annual Leave Entitlement:** Up to 35 days, dependant on length of service.
- **Long Service Recognition:** Celebrating and rewarding your commitment to the organisation.
- **Enhanced Family-Friendly Policies:** Increased occupational maternity and paternity pay (subject to eligibility).
- **Occupational Sick Pay:** Enhanced sick pay that increases with length of service.
- **Professional Development & Career Progression:** A wide range of CPD, training courses and structured development pathways (role-dependent).
- **Life Cover:** Financial protection providing peace of mind for you and your loved ones.
- **Standard Life Pension Scheme:** Supporting your long-term financial wellbeing.
- **Free On-Site Parking.**

Landmarks is committed to safeguarding and promoting the welfare of our learners and to ensure our learners are protected from abuse. Landmarks is therefore exempt from the Rehabilitation of Offenders Act 1974.

All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

Where a post is eligible, a check against the barred lists will be undertaken. There are different types of regulated activities that employees will need to undertake as part of their role to qualify to be checked on the adult and child barred list.

It is an offence to apply for a role that involves regulated activity to children, if the applicant is barred from engaging in regulated activity relevant to children.

To find out what makes Landmarks a remarkable place to work, visit our website www.landmarks.ac.uk, and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact a member of HR – 01246 433788 or HR@landmarks.ac.uk.