

## **ADVERT**

# **Teaching Assistant - Adult Learning (Learning Support Assistant)**

**Ref: ME2324022**

**Hours: 26 hours per week. You will be required to be at work for a total of 988 hours per year. This will usually be completed over a period of 38 weeks based around student term times. Holiday, including entitlement to Bank Holidays and Closure Days, will be taken outside this working time, unless by prior arrangement with your line manager**

**Salary: £21,504 per annum pro-rata, actual salary £11,713 per annum**

**Reporting to: Data Coordinator, School of Academic & Vocational Support**

**Primary Location: Northampton, Booth Lane Campus/Lower Mounts Campus**

**Closing Date: The recruitment for these roles is ongoing.**

## About Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

## The Team

The School of Academic & Vocational Support (SAVS) services all learning support across the college. The team comprises specialist teachers, practitioners, and support staff, with diverse skills that work with curriculum teams to support students in their learning, inclusive of those with Special Educational Needs and Disability. There is an increasing number of applications to Northampton College from learners with additional requirements. The team will support the diverse and varied requirements of the learners studying on programmes.

## The Role

Learning Support Assistants work under the direction of class teachers and specialist practitioners to ensure that students with Special Educational Needs and/or Disabilities can access their classroom and learning, and the full college experience.

Support may be provided to students who have experienced previous challenges in accessing Maths and English, or have learning, medical, physical, sensory, life and social skills, emotional and/or mental health requirements. The role will assist in the referral and assessment process to ensure the provision of appropriate and adequate support. It will also work with students in class to support 1-1 or small group consolidation work. The role of the LSA focuses on enabling students to learn independently.

## The Successful Candidate

**The successful candidate's knowledge, skills, experience, abilities, and qualities will include:**

- Experience of working with people to develop their Maths or English Skills (Minimum 12 Months).
- Confidence in promoting independent learning.
- Experience of working with young people (age 14 - 21) with disabilities

## Rewards and Benefits include

- 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year ***\*\*Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata.***
- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel.
- Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.20%).
- Right to request flexible working from start date.
- Access to continued professional development.
- Free car parking and electric car charging facilities.
- Gym facilities.
- 24 hours per day, 365 days per year Employee Support Helpline.
- Enhanced maternity/shared parental and paternity schemes.
- Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative).

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

**This post will require a Disclosure and Barring Service (DBS) check**

# **Job Description & Person Specification**

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## Northampton College

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The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

## Values

- Strive to always be excellent
- Respect and support each other.
- Put students at the heart of our college.
- Ensure the wellbeing of staff and students, build resilience, and celebrate differences.
- Make sure employer needs are at the heart of our plans.
- Be a positive influence in our community.

## Working as part of the team

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## Role Specification

The specific duties of each Learning Support Assistant (Specific) will largely depend upon the requirements of the student/s they are supporting.

In addition to the Learning Support Assistant duties, this post will have focus on supporting adult learners in English and maths:

## **Maths and English**


- Complete initial assessments/support plans for students who have been referred for extra support by their teachers (under the guidance and direction of the School of Academic & Vocational Support)
- Monitor and track students to ensure support remains appropriate, updating electronic college systems, as required.
- Develop and maintain a toolkit of resources for LSAs to use relating to Maths & English.
- Assist teaching staff with the identification of students who would benefit from accessing additional support services, such as Skills Development.
- Record work completed onto the relevant electronic college systems, contributing to audit requirements.
- Contribute to case conferences.
- Administration responsibilities.
- Attendance at Team and Course Area meetings.

## **Supporting Learning**


- To assist lecturers within the classroom in supporting groups of students with learning and/or physical disabilities and/or difficulties.
- To be aware of lesson objectives.
- To take direction from the lecturer.
- Act as the lecturers' 'prompt' and advocate for the student.
- In cases where appropriate, support the student with notetaking, reading, writing and comprehension of text.
- Keeping students on task.
- Take on responsibility for:
  - Revisiting the key points with students in need of consolidation work
  - Contribute to forward planning.
  - Keeping a record of significant observations to share with the lecturer.
- To encourage the student to develop independent learning and study skills.
- To encourage the student to develop independent living and social skills.
- Providing 1:1 and/or small group study skills support to learners.
- Participate in staff training, development, appraisal systems and observation.
- processes to enhance personal performance and organisational effectiveness.

## **General**

- To record relevant information in electronic college systems, to produce auditable evidence.

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- To liaise with teaching/administrative staff to ensure the best possible service is provided to the students and that the practices implemented are in line with college policies and procedures.
  - Accompany the students on study-related educational trips / work placements.
  - Supporting the teacher in addressing behaviour management issues.
  - To provide support and assistance to students during lunch and break while working to develop independence.
  - Undertake job related training and development as appropriate, for example, gaining a working knowledge of the students' disability and/or learning difficulty and its ramifications.
  - To contribute to the reviewing of support provided to students and maintain electronic college systems of the support being delivered.
  - To attend in-service and staff meetings.
  - Maintain a safe, healthy, and organised environment.
  - Always maintain confidentiality.
  - To actively promote the College's Equality policy on disability and learning difficulty.

### **Generic Business Support**

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- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff.
  - To maintain the highest professional standards.
  - To participate on appraisal and staff development.
  - To treat colleagues with dignity and respect.
  - To demonstrate an understanding of the significance of equality of opportunity and diversity and implement it in all aspects of your work.
  - To carry out any other duties as required by the organisation including supporting College Open Events and invigilating examinations.
  - To ensure a healthy and safe working environment at all times and take reasonable care for your own safety and that of other College users.
  - To comply with all approved College policies and procedures.
  - Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

## Other Information

### Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.

### Safeguarding


The College is committed to safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.





Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

### **Professional Development and Employee Performance and Development Reviews**

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the annual Employee Performance and Performance review, with your line manager, being one element of this.

### **Health and Safety**

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

### **Data Protection**

The College's stakeholders should be confident that the College holds data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

## Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Educated to Level 2 qualifications in Maths or English or willingness to work towards from appointment or relevant experience</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Support qualification</li> </ul>	D	A/S
<ul style="list-style-type: none"> <li>Level 3 qualifications in both Literacy and Numeracy</li> </ul>	D	A/S
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of working with people to develop their Maths or English Skills (Minimum 12 Months)</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Experience of working in an educational or care setting</li> </ul>	D	A/S
<ul style="list-style-type: none"> <li>Experience of working with young people (age 14 – 21) with disabilities</li> </ul>	D	A/S
<b>Knowledge/Skills/Abilities</b>		
<ul style="list-style-type: none"> <li>Ability to communicate clearly and concisely at all levels whilst understanding your customer's needs</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Ability to be self-motivated, to reflect on own performance within a role and to identify areas of learning/improvement</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Ability to multi task whilst having exceptional attention to detail</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Flexible approach to work and work area, working outside normal hours when reasonably required to do so</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Understanding of safeguarding as it pertains to the Further Education Sector</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Understanding of the benefits of equality, diversity and inclusion within society</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Understanding of the principles of Data Protection</li> </ul>	E	A/S

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
• Ability to travel effectively, for example to other College campuses (Daventry and Northampton)	E	A/S
• Good knowledge of Maths and/or English	E	A/S
• Excellent communication skills	E	A/S
• Understanding of how people learn.	E	A/S
• Understanding of the need to promote independent living and learning.	E	A/S
• Administrative skills	E	A/S
• Understanding of the significance of equality of opportunity.	E	A/S
• A coaching/facilitation approach to supporting learning	D	A/S
• In depth knowledge of a particular disability	D	A/S
• Awareness of the SEND Code of Practice and/or Preparing for Adulthood agenda	D	A/S
<b>Qualities</b>		
• Strong work ethic	E	A/S
• Collegiate	E	A/S
• Innovative	E	A/S
• Flexible	E	A/S
• Team, customer and organisation focussed	E	A/S
• Reliable	E	A/S
<b>Level of Physical Ability and Activity</b>		
• Occasional lifting may be required	E	A
• Need to move around site will be required	E	A

**E** = Essential **D** = Desirable

**A** = Application Form **S** = Selection Process