



As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Learning Support Practitioner (Physical and Medical Needs)**?

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|------------------------|--|
| Job Title | Learning Support Practitioner (Physical and Medical Needs) |
| Ref No. | ME2425159 |
| Department | School of Academic and Vocational Support |
| Reporting to | Assistant Principal - School of Academic and Vocational Support |
| Responsible for | Teaching Assistants With Personal Care Duties |
| Location | Northampton, Booth Lane Campus |
| Salary | In the range of £30,715 - £33,949 per annum pro-rata, actual salary in the range of £27,211 - £30,076 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application. |
| Hours | 37 hours per week, 40 Weeks per year |
| Contract Type | Permanent, Part Year |

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 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 and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To work within the Academic and Vocational Support Team to provide an overview of students' personal care needs, ensuring that all required care plans are in place across the College, including completion of assessments for students with epilepsy, diabetes, anaphylaxis, other medical conditions, and physical disabilities. To ensure all students with physical and medical support needs can benefit fully from their experience at College, supporting and encouraging students throughout their learning journey.

Main Duties and Responsibilities

1. To oversee the work of the Teaching Assistant(s) (With Personal Care Duties) to ensure all tasks and duties are carried out effectively and in accordance with agreed deadlines.
2. To assess students with personal care and medical needs and design personal care plans and individual risk plans ensuring regular review and delivery. This will involve assessing students both pre-enrolment and on-programme and liaising/meeting with other professionals (external and internal) involved with the student (for example, physiotherapists, occupational therapists, and health professionals), to ensure a smooth transition into and out of the College.
3. To provide advice and guidance to Teaching Assistants supporting with physical and medical support needs, ensuring that professional services support staff are appropriately trained to perform the necessary manual handling duties.
4. To coordinate and oversee Teaching Assistants across the College to ensure students' needs are met and students are safe whilst at the College.
5. To provide quality assurance of Personal Emergency Evacuation Plans (PEEPs).
6. To chair the annual review of Education, Health and Care Plans (EHCP's) for students in their caseload.
7. To lead the delivery of annual training in respect to Safe Moving and Handling of People and Medication Awareness to relevant new staff and as refresher training to relevant existing staff in the School and across the College as appropriate.
8. To maintain expertise in technologies and adaptations to support students, including using specialist equipment for the safe moving and handling of people and the administering of medication where required. Other specialist training may be provided depending on students' individual requirements, which could include physiotherapy and medical advice.
9. To liaise with servicing/maintenance contractors to ensure equipment is serviced following the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER regulations) and that the correct equipment is purchased/Health and Safety risk assessments for specialist facilities are accurate and up to date. To be responsible for personal care areas of the College, ensuring personal aids and equipment are kept in good condition, resourced and maintained.
10. To complete individual risk assessments for students with medical conditions (inclusive of Anaphylaxis, Diabetes, Epilepsy) and physical disabilities, sharing assessments with the relevant colleagues to promote safety for students with these conditions and ensuring the requirements of risk assessments are consistently implemented.

11. To provide small group and one-on-one support sessions to enable higher levels of independence for students.
12. To assist students in setting and working towards meaningful goals through action plans, with regular reviews and updates.
13. To regularly review information on students' progress using the College systems, including progress ratings, behaviours and submission of work.
14. To liaise with teachers, College professional services, and administrative staff to identify and follow-up on issues relating to attendance and punctuality.
15. To maintain accurate and comprehensive records of students receiving support, using this information to help inform teachers, teaching support staff, parent/guardians or external agencies, as appropriate.
16. To liaise with teachers and teaching support staff, as required, to inform them of effective in-class strategies.
17. To carry out examination invigilation duties as required.

Person Specification

| | Essential | Desirable |
|-------------------|---|---|
| Education | <ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level Level 2 Special Educational Needs and Disabilities (SEND) qualification or willingness to obtain Level 3 Safe Moving & Handling of People Train the Trainer qualification, or willingness to work towards Level 3 Medication Awareness Train the Trainer qualification or willingness to work towards | |
| Knowledge | <ul style="list-style-type: none"> An awareness of the Special Educational Needs and Disability Code of Practice 2015 and Education Health and Care Plans (EHCPs) Understanding of the impact of physical and medical needs on learning and strategies to support students A knowledge of health and safety in the workplace Knowledge of Manual Handling and Hoist Operations Knowledge of aids and adaptations available to people with physical support needs An in-depth knowledge of personal care issues for people with disabilities Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection | |
| Skills | <ul style="list-style-type: none"> Ability to effectively engage and manage students on a one-to-one basis and in small groups Ability to work with students with physical and medical needs Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times | |
| Experience | <ul style="list-style-type: none"> Experience of assessing the needs of people with physical disabilities | <ul style="list-style-type: none"> Experience of coordinating a small team |

| | Essential | Desirable |
|------------|--|-----------|
| | <ul style="list-style-type: none"> • Experience of working with young people with physical and medical needs, implementing strategies to support their studies • Experience of implementing quality processes to ensure good learning outcomes | |
| Attributes | <ul style="list-style-type: none"> • Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence • Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions • Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments • Prioritises the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students | |

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

