

## Job Description

Job Title:	Learning Support Worker
Responsible to:	EHCP Co-Ordinator
Salary:	TBC
Hours:	Negotiable (preferably working core hours 08.45 to 16.30)

## Main Duties:

Working as a Learning Support Worker within the Study Programme contract you will be working with students aged 14-19 in vocational areas. You will be engaging, friendly and able to maintain high standards along with Bridge Training's continuous plans for improvement. The right candidate will have a shared vision for success while having excellent behaviour management standards with the students. As part of the Student Support team, you will help to develop a programme that meets the needs of the students and the Bridge Training curriculum.

The post holder should be a highly motivated with a 'can do approach' to education and have knowledge and experience of OFSTED.

### Please note.

This post is considered as Regulated Work with vulnerable children and/or protected adults, therefore Bridge Training follow a Safer Recruitment Policy and process, and the post will require an enhanced DBS.

If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the GOV.UK website.

**We do not accept CV's and we do not accept CVs by post or email. All our vacancies must be applied by completing an application form.**

## Key Activities:

To aid students to learn as effectively as possible both in group situations and on their own by, for example:

- Clarifying and explaining instructions.
- Motivating and encouraging students as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to the student's needs.
- Assisting in weaker areas, for example speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.
- Using praise, commentary, and assistance to encourage the students to concentrate and stay on task.
- Being aware of Individual Learning Plans, for example EHCP/My Plan/My Plan +.
- Contribute to the recording and monitoring of progress for EHCP and High needs learners.
- Providing additional nurture/pastoral support to individuals when requested by the EHCP Coordinator.
- Helping to make/prepare and differentiate appropriate resources in advance to support the students.
- To support the team with inductions
- Contribute to Exam support acting as a reader scribe or invigilator.

- To undertake ongoing CPD/training such as First aid, Mental Health First Aid, Fire Marshall, learners with additional needs and behaviour management.
- To promote the educational social and emotional development of learners

**Other Duties Include:**

- Apply BTLs behaviour and standards policies and report any difficulties via the established procedure.
- Liaise regularly with the teacher and take part in the planning meetings, inset days and any other meetings as required.
- To take part in enrichment and specialism activities, as required and accompany teacher and students on educational visits.
- To promote acceptance and inclusion of all students, encouraging students to interact with each other in an appropriate and acceptable manner.
- Monitor the student's response to the learning activities and where appropriate modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Give the students feedback on achievements to reinforce and develop self-reliance and self-esteem.
- To support the students in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities
- To provide regular feedback on the student's learning and behaviour to the EHCP coordinator and/or teacher
- When working with a group of students, understand and use group dynamics to promote group effectiveness and support group individual performance.
- To use the MIS system for recording data as requested by the EHCP coordinator/teacher.
- To attend Bridge Training meetings and contribute to the discussions about individual students as required.

**General**

- Promote to students and staff a safe and harmonious working environment in line with Health and Safety requirements, Code of Conduct, Safeguarding, Data Protection and the Equality Policy and ensure high levels of housekeeping.
- Ensure that all Health & Safety procedures are adhered to. (Weekly fire alarm tests, six monthly evacuations, identification of hazards of slips, trips and falls etc.) In accordance with Bridge Training risk assessments.
- To maintain up-to-date paperwork and comply with contractual and audit requirements and to ensure that all contractual paperwork is completed, and all other administrative duties comply with external and internal quality requirements.
- Participate in the Bridge Training parents evening and careers event (termly)
- To partake actively in lifelong learning and constantly seek to perform more effectively through widening knowledge.
- To assist the teaching staff and/or other BTL staff in student behaviour management and to standardise the approach to learner behaviour management.
- The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued, as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

<b>PERSON SPECIFICATION</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Willingness and ability to undertake further professional development in line with contractual, business needs and national developments	Yes	
Hold a recognised Teaching Assistant qualification		Yes
<b>Experience</b>		
Have a proven track record of managing and supporting a diverse group of students		Yes
Experience of addressing individual learner needs, both inside and outside the class setting		Yes
Have experience of identifying, developing, and sharing innovative and creative teaching resources		Yes
Experience of working with students who may have little experience of education and training		Yes
<b>Skills and Abilities</b>		
Strong behaviour management skills	Yes	
Able to promote educational, social, and emotional development	Yes	
Knowledge of working in a practical training environment		Yes
Knowledge of the ways in which students learn effectively and enthusiasm for education and learning	Yes	
The ability to deliver a high standard of learner support	Yes	
The ability to plan, monitor and review targets to meet deadlines while giving due attention to quality	Yes	
Excellent interpersonal skills	Yes	
To enjoy working with young people	Yes	
Ability to carry out administration effectively and prioritise and organise own workload.	Yes	
A keen interest in the use and development of e-learning		Yes
Ability to work, influence and motivate at all levels of the organisation and the willingness and ability to work as part of a team	Yes	
To have aspirations and expectations for their students and themselves	Yes	
A good team player	Yes	
<b>Qualities</b>		
The ability to evaluate, reflect and continue to improve	Yes	
Be able and willing to assist across the range of courses offered	Yes	
To be flexible, energetic, adaptable and can use initiative	Yes	
To be dedicated to the success of the students, BTL and themselves	Yes	
A flexible and responsive attitude to the likely changing demands of the post	Yes	