



Job Description

Additional Learning Support Assistant (Graduates Considered)

Responsible to: Deputy Principal

Line Manager: ALS Manager

Start Date: ASAP

Key purpose of role:

The successful applicant will provide cover for in class support, provide one to one mentoring and deliver group study skills for learners with additional learning support needs. Working within the framework of the College SEND policy they will be able to adapt approaches according to the changing needs of the individual learner, enabling students to develop independent learning strategies appropriate for A-Level studies.

Duties and responsibilities

In the first instance, your duties and responsibilities are listed below. As the needs of the College change, you will be expected to take on or relinquish responsibilities as directed by members of the Senior Leadership Team.

Role specific responsibilities

- To monitor the study skills referral system and organise mentoring appointments
- To supervise ALS student areas
- To provide cover for in class support
- To contribute to and deliver interventions for students with additional learning needs
- To monitor student support and progress
- To contribute to the administrative work of the ALS department
- To ensure that any additional support is recorded using the relevant systems
- To provide support to other individual students within the ALS department and Study Centre
- To liaise with parents and outside agencies as appropriate
- To attend ALS team meetings as required
- To support students in public examinations as required
- Any other duties as may be reasonably requested by the line manager to allow for the efficient running of the department without changing the general character or level of responsibility entailed.

General duties and responsibilities

The post holder is required to:

Promote, act as a role model and implement the College's policies, practices and procedures including those relating to equality and diversity.

Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.

Demonstrate day to day commitment to the College's core values of community and mission statement.

Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role

Special features of the post

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

The successful applicant will join a very friendly, hardworking and dedicated team supporting each other to the full at all times. You will need to be someone who can work comfortably within such a team but can be equally comfortable using your own initiative to solve problems that come your way.

Equality and Diversity Statement

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Safeguarding Statement

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

The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

Prevent Statement

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Simon Lett
Principal

Additional Learning Support Assistant

Further Particulars

Salary:

The salary for this post will be point 2 of the pay spine for Support Staff, which is currently £17,471.00 per annum (reduced pro rata to £14,975.14 per annum in accordance with a term time only contract.)

Conditions of Appointment:

Appointment is to a temporary contract (for one year in the first instance) working to the terms and conditions of service for all College staff under the following main provisions:

Hours of Work: 37 hours per week, term time only, Monday to Friday inclusive, 8.30am to 4.30pm (4.00pm on Fridays) with half an hour for lunch. Your FTE will be 0.8571.

The duties and responsibilities attached to all College roles demand a flexible and thoughtful approach to work. Work life balance is strongly supported by all.

Holiday Entitlement: Since this is a term time appointment, you will be required to take your leave during the College holidays. You will work 39 weeks per year and a total of 44.57 weeks per year will be paid; this includes your holiday pay allowance.

Pension: You will be entitled to participate in the West Yorkshire Superannuation Scheme. Further details available on request.

Annual Review: You will be required to participate in the College's annual review scheme.

Sickness, Maternity/Paternity, Disciplinary and Grievance: The Corporation's policies will apply. Details are available on the College website and from the Human Resources Manager.

Disclosure and Barring Service: We have a strong commitment to safeguarding; successful candidates will only be appointed subject to satisfactory enhanced DBS clearance.

College Security: Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

Closing Date: The closing date for applications is noon on Wednesday 23 September 2020 and interviews will be held shortly after.

Applicants for this post are asked to:

1. Complete the Greenhead College application form, Equality and Diversity and Criminal Convictions forms.
2. Write a supporting letter of application.

Please send the completed details, as soon as possible, to:

Jen Rothery (HR and Finance Assistant), Greenhead College, Greenhead Road, Huddersfield, HD1 4ES, or if you prefer you can send electronically, as an email attachment, to jobs@greenhead.ac.uk.

If you apply and are unsuccessful in being called to interview, can I thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - I hope that you will understand.

The college is committed to Equality and Diversity and welcomes applications from all sections of the community.

PERSON SPECIFICATION: ADDITIONAL LEARNING SUPPORT ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS	A good standard of education	Additional training or continued professional development (CPD) in the area of Dyslexia, ASC or Mental Health First Aid at Work certificate	Application Certificates
KNOWLEDGE/ UNDERSTANDING	Excellent word processing skills	Familiar with Microsoft Office IT package Familiar with Educational, Health and Care Plans (EHCPs) Familiar with the Disabled Student Allowance (DSA)	Application Interview
EXPERIENCE		Mentoring Work or volunteering Experience of working with students in a post-16 setting Experience of supporting students who have Access Arrangements	Application
SKILLS/ABILITIES	Ability to motivate learners to achieve their full potential Ability to empathise with 16-19 age range Excellent organisational skills Ability to work with accuracy Ability to communicate effectively with a wide range of individuals		Application Interview References
ATTRIBUTES	Ability to work independently, but also as part of a team Friendly, approachable personality Warm and caring attitude, whilst allowing the student the degree of independence that they require Willingness to contribute new ideas and resources	An adaptable and flexible approach to work	Interview References

	<p>A proven commitment to safeguarding and promoting the welfare of young people</p> <p>A proven commitment to equality and diversity and an understanding of the College's policies</p> <p>Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs</p>		
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