

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Specialist Learning Support Assistant	
<b>Reports to:</b>		Send Support Lead	
<b>Job Grade</b>	LEG A	<b>Department</b>	SEND

### SPECIFIC ROLE RESPONSIBILITIES:

1. Working with a small group of students and one to one basis to support their time in education.
2. Be able to adapt to the needs of the student in lessons and assist them in their college day.
3. Promote positive behaviour and encourage the students to stay on task.
4. Clarifying and explaining any questions or instructions given to the students.
5. To intervene when a student is behaving inappropriately or in a challenging situation.
6. Deal with situations calmly and sensitively.
7. Be creative and 'think outside of the box' in their approach to supporting students with additional needs.
8. Care deeply about students' academic, emotional, and personal development and have empathy for their individual circumstances.
9. Have a supportive and encouraging attitude, to inspire trust and to motivate students.
10. Be confident in working closely with other staff and parents to bring about positive change for each student.
11. Be able to use their initiative in meeting the needs of the student, depending on their individual communication, and learning skills.
12. Ability to participate in evening/weekend work as required.

### CORE RESPONSIBILITIES:

1. Keeping accurate and timely logs and other records, as required.
2. Provide training for other members of the team.
3. Ensure all paperwork and documentation is kept up to date and in line with statutory requirements.
4. Any other duties as determined by the line manager.
5. Any other duties that are specific to the department.

6. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

### GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

#### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

#### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

#### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

#### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

#### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

#### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q2. Qualification relevant to the post	A / C
E	Q3. Relevant recognized professional attainments.	A / C
D	Q4. Team Teach Level 2	A / C
D	Q5. Multi-Sensory Impairment or Visually impaired trained	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Relevant up to date subject knowledge.	A / C / I
E	EK2. Knowledge of SEND code of practice and Keeping Children Safe in Education	A / C / I
E	EK3. Relevant experience, knowledge and understanding of working in the Sector.	A / C / I

E	EK4. Proven ability to work in smaller groups or on a 1:1 basis	A / C / I
E	EK5. Experience of working positively with young people and adults with behaviours that challenge and complex needs	A / C / I
D	EK6. Supporting young people with Visual impairments	A / C / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Clear oral and written communication skills with the ability to communicate with staff at all levels in the college.	A / I
E	SC2. Computer literate	A / I / C
E	SC3. Strong Awareness of disability issues and equality and diversity issues.	A / I
E	SC4. Able to assist with personal care provision including requirements of wheelchair users.	A / I
E	SC5. Able to work effectively as a member of a team.	A / I
E	SC6. Ability to adapt and embrace change.	A / I
E	SC7. Able to establish rapport and to maintain professional boundaries.	A / I
D	SC8. Understanding of the Disability Discrimination Act is desirable.	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I

E	B4. Commitment to professional standards	
E	B5. Commitment to restorative practice approaches	