

Job Description

Job Title:	Specialist Learning Support Assistant
Location:	Leeds
Salary:	LC4
Reports to:	SEND Team Leader
Staff responsibilities:	None
Working hours:	37 hours per week, 40 weeks
Probation period:	6 MONTHS
Special conditions of the post:	
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	27/03/2022

CONTEXT OF ROLE

Leeds City College is the main education provider for post-16 students within the Leeds City region. This role allows the college to benefit from expertise around a SEND specialism, such as Autism, Dyslexia, Medical and SEMH. You will work with staff and students to ensure that your specialist area of expertise is promoted within the college. The role will be based at one of the main campuses, but may involve working across other departments to share good practice and knowledge.

CORE RESPONSIBILITIES:

- To lead on designated area of specialism, supporting other staff to increase their knowledge and understanding of this.
- To oversee the Oasis Room and respond positively to students who need to use the space
- To provide 1:1 and small group mentoring and support as required

- Support the SEND Team Leader with the timetabling of LSAs
- Support department management with the planning and delivery of training related to your specialism
- In conjunction with the SEND Team Leader, identify students who require your specialist support and plan, deliver and evaluate interventions
- Support on transition arrangements for SEND learners
- Undertake duties of a Learning Support Assistant as require

COLLEGE RESPONSIBILITIES:

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

Job Description	
Compiled By:	Leeds City College
Compilation Date:	20/05/2022

Person Specification

Job Title:	Specialist Learning Support Assistant
Department	SEND

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 & Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Five GCSEs at Grade 4/C or above (or equivalent) including English and maths	A/C
E	Specialist SEND qualification relevant to the post	A/C
E	L3 Award in Education and Training or L3 Teaching Assistant qualification (or equivalent) or achieve within a year of appointment	A/C
Experience & Knowledge		

Essential (E) Desirable (D)	Criteria	Method of assessment
E	Experience of working within a team who support students who have high needs or SEND to support their learning through identifying strategies and preparing young people for adulthood.	A/I
E	Expertise in a specific area of specialism with regards to SEND (e.g. autism, dyslexia, medical, SEMH)	A/I
E	Knowledge of preparation for adulthood and what it means for students with SEND.	A/I
E	Experience of dealing with a range of SEND needs, and understanding of support and de-escalation strategies	A/I
E	Experience of working in a learning environment with young people	A/I
D	Experience of supporting / mentoring other learning support staff	A/I
Skills & Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Clear oral and written and IT communication skills with the ability to communicate with staff at all levels in the college.	A/1

E	SC2. Basic mentoring skills	A/I
E	SC3. Good time management skills and the ability to prioritise work effectively	A/I
E	SC4. Able to identify support needs and plan interventions effectively	A/I
E	SC5. Able to work effectively as a team member and being able to adapt and embrace change.	A/I
E	SC6. Able to establish rapport and to maintain professional boundaries	A/I
E	SC7. Able to work proactively and target interventions before issues emerge	
Behavioural, Values & Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Commitment to the College's support and promotion of Equality and Diversity.	A/I
E	B2. Committed to child protection and the promotion of a safe environment for young people to learn in.	A/I
E	B3. An understanding and commitment to the PREVENT agenda	A/I

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EDUCATION GROUP

E	B4.Commitment to professional standards	A/I
E	B5. An understanding of GDPR and how that impacts on this role.	A/I