

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	SEND Support Worker
Job Title:	SEND Support Worker
Reports to:	SEND Team Leader
Grade	A
Date of compilation:	August 2022

ROLE SUMMARY:

The School of Events, Enterprise and Employability offers a wide range of study programmes and apprenticeship opportunities to both 16-18 and 19+ learners who are looking to pursue a career in Events, Marketing, Customer Service and Business sustainability. Our course offers range from Level 1, for learners who may be applying to college with limited previous experience of qualifications through to Level 3 Extended programmes of study which enable students to progress to higher education or supervisory positions within industry.

We are looking for a dedicated SEND Support Worker to work closely with our course leader and teachers to support individuals and groups of students who may demonstrate emotional and behavioural needs. You will be committed to making a positive difference to young people's lives and in supporting and developing their learning.

SPECIFIC ROLE RESPONSIBILITIES:

1. Work closely with Programme Managers, Course Leaders and teachers to support individual students or groups of students who may demonstrate emotional and behavioural needs.
2. Support teaching staff where individual student behaviour within a group is impacting on the learning of the group as a whole.
3. Collaborate with curriculum pastoral and Send/HN teams, to develop learning strategies and practices for students including, individual and group student support strategies.
4. Collaborate with Pastoral and Send/HN staff to facilitate links with schools, parents and appropriate external agencies e.g. Education Welfare Service, Social Services, Social Inclusion Unit and Youth Offending Teams

CORE RESPONSIBILITIES:

5. Assist with the collection and maintenance of documentation for student records.
6. Contribute to individual student target-setting and reviews and contribute to ongoing advice and guidance concerning progression routes
7. Maintain an overview of attendance and follow up absences immediately.
8. Attend team and staff meetings as well as case study meetings.
9. Be a member of the College's care and control team.
10. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
11. Compliance with all College policies and procedures.
12. Comply with all legislative and regulatory requirements.
13. To promote a positive image of the College.
14. Any other duties commensurate with the level of the post, which may be required from time to time.

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 Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Ownership & performance

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

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

*Encouraging all to think aspirationally,
inspiring others to do the same.*

Collaborative & responsive

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

Job Title:	SEND Support Worker
Department	Events, Enterprise and Employability

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. Good general education at NVQ level 2 or equivalent including literacy and numeracy	A/I
E	Q2. Appropriate training and/or a willingness to undertake training in supporting the needs of disengaged/disadvantaged students who may have emotional and behavioural problems.	A/I
D	Q3. First Aid Certificate	A/I
D	Q4. Youth Work qualification	A/I
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Experience of working with disengaged/disadvantaged young people in an educational setting	A/I

E	EK2. Experience of working with schools, parents and external support agencies	A/I
D	EK3. To be willing to train in are and control techniques	A/I

Skills and Competencies		
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Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Able to manage challenging behaviour	A/I
E	SC2. Able to prioritise tasks	A/I
E	SC3. Excellent communication skills & interpersonal skills	A/I
D	SC4. Ability to show empathy for and have an understanding of the needs of this particular age group	A/I
E	SC5. Able to work positively & effectively as a member of a team and on own initiative	A/I

Behavioural, Values and Ethos		
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Essential (E) Desirable (D)	Criteria	Method of assessment
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	I
E	B5. Commitment to restorative practice approaches	I