

Job Description

Group Member:		Leeds City College	
Job Title:		Specialist Learning Support Assistant - Autism	
Reports to:		SEND Team Lead	
Job Grade	A	Department	SEND

ROLE SUMMARY:

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:

1. To lead on designated area of specialism, supporting other staff to increase their knowledge and understanding of this.
2. To oversee the Oasis Room and respond positively to students who need to use the space.
3. To provide 1:1 and small group mentoring and support as required.
4. Support the SEND Team Leader with the timetabling of LSAs
5. Support department management with the planning and delivery of training related to your specialism
6. In conjunction with the SEND Team Leader, identify students who require your specialist support and plan, deliver and evaluate interventions
7. Support on transition arrangements for SEND learners
8. Undertake duties of a Learning Support Assistant as require

DEPARTMENT SPECIFIC RESPONSIBILITIES

1. Support the department to provide outstanding and robust support to SEND learners in order to lead on intervention strategies aligned to area of specialism in order to strengthen the subject knowledge of staff
2. Lead on intervention strategies aligned to area of specialism in order to strengthen the subject knowledge of staff.
3. To attend meetings as and when required.
4. Contribute towards audit and compliance of evidence required for all aspects of SEND support.
5. Engage in CPD and training in order to develop pedagogical knowledge within your own specialist area.

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

Enjoyment

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

Passion

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

Ownership

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

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	Five GCSEs at Grade 4/C or above (or equivalent) including English and maths	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
E	Specialist SEND qualification relevant to the post	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Knowledge of preparation for adulthood and what it means for students with SEND.	A / I
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	Experience of working in a learning environment with young people	A / I
E	Experience of dealing with a range of SEND needs, and understanding of support and de-escalation strategies	A / I
D	Experience of supporting / mentoring other learning support staff	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
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. 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	A / I

Behavioural, Values and 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 children and young people to learn in.	A / I
E	B3. A willingness to be adaptable as a role requires working across the college campuses and off-site visits with learners.	A / I
E	B4. An understanding and commitment to the PREVENT agenda	A / I
E	B1. Commitment to the College's support and promotion of Equality and Diversity.	A / I