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# Job Description

**Learning and Care Support Assistant**

Job Title: Learning and Care Support Assistant

Fixed Term Post until 8th July 2022

Hours: 36 hours per week, 40 weeks per year to cover term times

School: Foundation Learning and Art

Reports to: Additional Learning Support Manager

**Purpose of the Job:**

To support students with Profound and Multiple learning difficulties.

**Duties:**

1. To work with students either on a one to one or in small groups.
2. To help the student integrate in the classroom.
3. To liaise with Course Tutor and other appropriate personnel
4. To undertake the following (as appropriate and as agreed):

-to maintain safe working practice for yourself and students through awareness

of Health and Safety Legislation

-to understand, explain and help collate information,

-encourage students to work towards independence

-to assist the students in accessing the site,

-to assist students in practical workshops,

-to assist the students with personal care and feeding

- to administer medication

- to provide therapies (if trained)

-to supervise students during breaks and lunch periods (as necessary).

-to ensure safe travel and support during educational trips and visits.

-to inform formal termly reviews and keep accurate records regarding the students’ progress.

-To report any concerns to respective parties

# General Duties

* To promote the efficiency and effectiveness of the Department.
* To contribute to the management of students throughout the College and work placement.
* To participate in a programme of personal staff development, staff conferences and appraisal system, appropriate to both individual and College needs.
* To support the ethos of Harrow College, its marketing and recruitment activities.
* To participate fully in the development of effective teams throughout the College.
* To maintain the highest standards in accordance with the policies of the Corporation.
* To participate in Open Evenings, Parent/Student Consultation Evenings and other College events.
* To use Information Technology where appropriate and demonstrate a commitment to development own IT skills.
* To assist with promotion, supervision, management and administration of such College activities as may be required from time to time. In particular to support the enrolment activities of the College at busy periods.
* To carry out other duties as may reasonably be required by the Line Manager.

**Learning Support and Care Assistant**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| **Qualifications, Knowledge, Skills and Experience** |  |  |  |
| Good standard of education including Maths and English at minimum of GCSE Grade C or equivalent | **** |  | AF/Cert |
| Experience of working with or supporting young people | **** |  | AF/IV |
| Manual handling training or willing to undertake | **** |  | AF/IV |
| Medication training or willing to undertake | **** |  | AF/IV |
| Team Teach training |  | **** | AF/IV |
| Experience of working with people with learning difficulties/ disabilities | **** |  | AF/IV |
| Good communication skills, both verbal and written | **** |  | AF/IV/T |
| Good literacy and numeracy skills | **** |  | AF/T |
| Good organisational skills | **** |  | AF |
| Ability to engage, support and motivate students | **** |  | AF/IV |
| Able to help students access all parts of the site and empower them to travel independently | **** |  | IV |
| Flexible approach to work | **** |  | AF/IV |
| Ability and willingness to work on both the Harrow Weald and Harrow on the Hill Campuses | **** |  | IV |
| Ability to work effectively as part of a team | **** |  | AF/IV |
| Understanding of the difficulties facing individuals with learning difficulties/disabilities | **** |  | AF/IV |
| A commitment to Equal Opportunities and an understanding of Equality and Diversity issues | **** |  | AF/IV |
| Commitment to personal professional development | **** |  | AF/IV |
| Ability to demonstrate patience and empathy | **** |  | IV |
| An understanding of the importance of Safeguarding in an education environment | **** |  | AF/IV |
| Administrative experience including working knowledge of Word, Excel, and databases |  | **** | AF/IV |
| **Competencies**  *Support staff should be able to demonstrate competency in the following areas:*  Communication; Planning and Organising  Working Together ; Customer Services  Adaptability/Flexibility | **** |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Skills test at interview stage)

Cert = Certificates checked on induction