

## Role Specification

**Position:** Learning Support Assistant  
**Reports to:** Centre Manager  
**Key Relationships:** Directors & ETF Group Staff  
 Local Authority SEN team, Jobcentre Plus  
 Partner Agencies, Schools, Colleges & Employers

**Annual Leave:** 28 days inclusive of statutory bank holidays

**Place of Work:** Plymouth- also required to work at other sites as directed  
*(Must be capable of travelling for business related purposes)*

**Contract:** Part Time, 30.00 hours p.w.

**Salary Band:** £14,000 - £16,000 *(Being the pro-rata amount)*

**This role is subject to an enhanced DBS check with a 6-month probationary period.**

### Overview:

This role is to promote equality of opportunity for learners with a diagnosed special education need and/or disability (SEND). Directed by SENCO and the Teacher, you will work in small groups or one to one to provide direct practical support for the learners to engage in all aspects of their programme within ETF. Contributing towards and supporting teachers and instructors with the monitoring and delivery of the learners Individual Learning Plan (ILP) and life skills.

### Key Objectives:

<b>Objective</b>	<b>Measured by</b>
Engage and retain learners	<i>Attendance data, retention data</i>
Demonstrate high quality learning support	<i>Observation of teaching, learning and assessment</i>
Support learners to build confidence and self esteem	<i>RARPA, distance travelled</i>
Support learners to gain experience	<i>Work experience, trips, visits and community projects</i>
Support learners to achieve outcomes	<i>Achievement, destination data</i>
Demonstrate high quality work	<i>Audit, Accuracy, timeliness, awarding organisations</i>
Demonstrate positive interpersonal relationships	<i>Behaviours, feedback</i>
Support a safe and healthy environment	<i>Risk assessment, Safeguarding/Prevent records</i>
Achieve a positive fun and interesting learning environment	<i>Learner voice, feedback</i>

### Responsibilities:

### Education Support

- Work in a team with “Manager”, “Teachers” and “Instructors” to meet learners needs, case conference, implement resources, materials and approaches to engagement
- Support ETF marketing and promote our services to prospective learners and stakeholders, attending events to market and engage learners
- Support the specific requirements of learners with Special Educational Needs, providing information to update the Education Health Care Plans, and taking part in person centred review meetings
- Assist and support in planning delivery and evaluation of learning activities
- Adapting teaching materials to suit individual learner needs
- Assist teacher and instructors in identifying and supporting learners needs and developing effective learning strategies to support the curriculum
- Maintain and update accurate learner records
- Provide one to one or group supervision to learners as required
- Support learner related risk assessment for SEND, Safeguarding and PREVENT

### Personnel

- Take part in staff appraisal, supervision and maintaining own continuing professional development
- Support delivery of staff training in support of CPD needs
- Establish effective working relationships, both internal and external, to work mutually in helping manage ETF to support colleagues with behaviour management and day-to-day administration
- Show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age).

### Quality

- Take part in:
  - Team and standardisation meetings
  - Self-assessment
- Assist with gaining and maintaining MATRIX and other standards within ETF
- Support with:
  - EV visits
  - compliance with audit and awarding body regulations and standards.

### Facilities

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessment.

### Administration

- Ensure your learner administration, online systems and documentation is accurately completed within the required timeframe
  - including staff calendar, registers, enrolment, pursuing learner absence, progression, achievement of goals and any other student related administration as deemed appropriate.
  - Specific SEND paperwork
  - Track progression and destination of learners during and after completion of ETF provision
- Provide live and timely information to management

### General

- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETF centres, community based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

### Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

Person Specification	Essential	Desirable
<b>Qualifications</b>		
Teaching assistant/ SEN qualification or equivalent (or to be completed within first 12 months)	✓	
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
<b>Skills &amp; Experience</b>		
Experience in supporting delivery of teaching and learning		✓
Experience of working with SEND learners		✓
Experience of supporting Maths & English		✓
Experience of working to company policies	✓	
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
<b>Personal &amp; Work-related attributes</b>		
Creative/Imaginative thinker	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
“Can-do” self-motivated attitude	✓	
Able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	