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| JOB DESCRIPTION |

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| Job Title: | Learning Support Assistant | Reports To: | DSS Co-ordinator |

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| Programme : | Disability Support Services | Location: | Various throughout NI |

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| Job Purpose: | To provide a support service to young people who require support whilst participating on the Training for Success or Apprenticeships NI Programme as agreed with the Disability Support Services Co-ordinator.  If the role involves supporting the young person to achieve an Essential Skills (numeracy, literacy, ICT) qualification a supplementary sheet of duties will be provided. To carry out administrative duties required.  This role may involve the post holder to work outside normal working hours to include weekends and evenings. |

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| Working Relationships: | Reports to DSS Co-ordinator  Works closely with participants & staff, training organisations support agencies and key stakeholders |

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| Hours of Work: | TBC |

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| Holidays: | TBC (depending on support hours) |

| Key Job Duties |
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| * Provide specialist support, tailored to suit the young persons’ needs, as agreed with the DSS Co-ordinator. |
| * Adapt all training and support materials to make them user friendly and differentiated to support the young person. |
| * Assist the DSS Co-ordinator with the monitoring and evidencing of progress against Performance Targets set. |
| * Provide monthly updates to the DSS Co-ordinator on the young persons’ progress. |
| * Stimulate and promote effective, learner-centred independent learning strategies for the young person to enable them to participate and heighten their motivation and self-esteem * Maintain a confidential and effective system for processing and maintaining all internal documentation. |
| The key job duties listed above give a broad outline of the functions of the role. However, these duties must be approached in a flexible manner. The job holder will be expected to adapt to changing circumstances and undertake other duties as allocated by your Manager. The outline of the job duties may change from time to time. |

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| **General Duties** |
| * Carry out job duties in compliance with Clanrye Group’s policies and procedures to include equal opportunities and health and safety legislation. |
| * Adhere to existing work practices, procedures and undertake relevant training and development activities and to respond positively to new and alternative systems. |
| * Keep up to date with new resources in line with industry demand and currency ensuring participants are trained using the most up to date and current resources. |
| * Act in compliance with all course examination, assessment and validation requirements. |
| * Ensure quality of provision at all times. |
| * Demonstrate commitment to Clanrye Group through the completion of all tasks allocated to you and by attending staff and development opportunities to ensure that professional competency is maintained. |

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| Qualifications Required |
| * 5 G.C.S.E’s at Grade C or equivalent to include English and Maths. |

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| Experience Required |
| * At least 1 year experience in a similar role. |
| * Experience in planning, delivery and evaluation of learning activities for individuals and groups. |
| * Experience of working in an education environment. |

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| Essential Knowledge / Skills Required |
| * Ability to actively listen and relate to children, young people and adults in an empathetic manner, valuing their views, experience and recognise their strengths. |
| * Ability to develop a good rapport with young people and use effective interpersonal skills. |
| * Excellent interpersonal skills particularly communication and presentation skills. |
| * Excellent organisational skills with a good ability to navigate the MS Office Suite. |
| * Excellent numeracy/literacy skills. |
| * Respect for diversity as you will be working with young people from a range of backgrounds. |
| * Access to own car is essential. |

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| **Desired Experience** |
| * Candidates with BSL (British Sign Language) & with Note taking experience. |

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| **Additional Requirements** |
| * The ability to use reading, writing, communication, spelling and grammar strategies to improve literacy skills. * Knowledge of the Essential Skills Numeracy, Literacy and ICT qualifications from entry level-level 2. * Ability to use ICT as a learning tool and for record keeping. * Training would be desirable in the following areas Safeguarding, Autism, Asperger’s, ADHD, Dyslexia or SEBD. |