# JOB DESCRIPTION

## Job title: Learner Support Assistant

**Responsible to:** Centre Director

**Pay scale:** £12.50 per hour.

### Summary of terms and conditions

* 16 hours per week
* 30 days annual leave plus 11 public holidays (pro rata in line with part-time hours of work)
* Based at Newstart Education Centre.

**Please note this post is funded until end June 2025 with potential for extension, year on year, based on availability of funding.**

**Purpose of Job:**

* To ensure young people attending NEC day school are well-supported to maximise their learning potential.
* To work in partnership with teachers, tutors and learner support staff in NEC to create a progressive learning environment where all young people can thrive and succeed.
* To support NEC teachers and tutors to develop and deliver learning approaches and plans which help maximise the full potential of young people.

**MAIN DUTIES:**

1. Assist teachers and tutors with the planning and delivery of learning activities on a day-to-day basis.
2. Use effective strategies, in collaboration with teachers and tutors, which support young people attending NEC day school to achieve their learning goals using strength-based approaches.
3. Assist with the development and implementation of structured learning activities and programmes, adjusting activities in line with young people’s responses and needs.
4. Assist teachers and tutors with the development and implementation of learning activities linked to local/national strategies such as literacy, numeracy, KS3 recording achievement and progress.
5. Assist in the development and delivery of any relevant subject accreditation.
6. Support the use of ICT in learning activities and support young peoples’ safety, competence and independence in its use.
7. Prepare, maintain and set up equipment/resources in advance so the potential of learning activities is maximised. Where appropriate, assist young people in their use.
8. Monitor young people’s responses/progress to learning activities and help accurately record their progress/achievement as directed by teachers and tutors.
9. Work closely with teachers, tutors and behaviour support staff, to promote progressive behaviour so young people can maximise their learning potential.
10. Help administer tests, help invigilate exams and undertake routine marking of young people’s work as required.
11. Help acknowledge, celebrate and display young people’s work to support the creation of a strength-based learning environment.
12. Support teachers and tutors with routine tasks such as administration, photocopying, learner plans, administration of coursework etc.
13. Challenge and motivate young people, promoting and reinforcing self-worth, confidence, self-esteem and the transformative value of education.
14. Establish constructive relationships with parents/carers.
15. Establish constructive relationships and communicate with other agencies/professionals, in liaison with NEC teachers, tutors and learner support staff, to maximise the learning potential of young people.
16. Attend and participate in meetings as appropriate.
17. Be aware of and comply with NEC policies and procedures, particularly those regarding safeguarding.
18. Complete break and lunchtime duties as required to support with positive behaviour.
19. Participate in training and other learning activities as required.
20. Assist in the supervision of young people within NEC and on outside trips, activities etc.
21. Play an active role in the design and development of NECs day school, fully contributing to planning and review.
22. Ensure necessary record keeping is completed to a high standard, in compliance with various agencies needs and in line with NECs policies and procedures.
23. Ensure all work is underpinned by youth work values that place young people at the core of decisions that affect their lives.
24. Ensure all young people’s records are supplied to the Centre Director in a timely manner.
25. Ensure all appropriate and necessary information is recorded and stored appropriately with respect to confidentiality, compliant with Data Protection and GDPR regulations.

**General**

1. To work as a member of the Newstart team and to engage in activities which promote and develop the programme, and Newstart Education Centre.
2. Adherence to core principles of National Quality Standards Framework for Youth Work (IRL) and/or Youth Work National Occupational Standards (UK).
3. To attend relevant training courses and localised meetings as required.
4. To liaise with other relevant organisations to ensure breadth of opportunity for the young people on the programme.
5. To carry out such duties as may reasonably be required of the post holder.

# PERSON SPECIFICATION

# ESSENTIAL

* Level 3 Classroom Assistant or other relevant, appropriate qualification
* Minimum 2 years’ experience of supporting young people either excluded or on the margins of mainstream education and young provision, experiencing complex behavioural, learning and development needs (such as ADD, ASD) in a relevant setting such as youth, community, school.

**Knowledge, Skills & Abilities**

* Excellent, proven organisational skills.
* Proven experience of developing and implementing learner support plans to young people with complex needs
* Proven skills and competency to work with young people with a wide range of learning needs and ability levels.
* Ability to work calmly and effectively whilst under pressure.
* Ability to work on own initiative.
* Capable of working as part of an effective team
* Proven, excellent interpersonal skills which relate directly to the needs of young people.
* Proven experience of handling issues with sensitivity and confidentiality
* Proven understanding of the work of NEC

**Values**

* Proven commitment to user involvement in the planning and delivery of services
* Strong commitment to working effectively as part of a team.
* Strong commitment to Newstart Education Centre values, principles and the rights of children and young people.
* Strong commitment to training and development in line with the post.

**Circumstances**

* Able to work unsocial hours when required.

**DESIRABLE**

* Experience of group work and residential work with young people disengaged from mainstream educational provision.
* Experience of Community Based Education / Special Educational Needs
* An understanding of the work of Community Based Education Providers
* Experience in extra-curricular youth work/education