

Job Description -

Learning Support Worker

Reporting to LSW Co-ordinator



Overall purpose of this role:

- To be responsible for the successful high-quality support for individuals or groups of learners in class/out of class and in workshop situations.
- To ensure effective support both in and outside of the classroom
- To work effectively as part of the team, liaising, advising and consulting with teaching and non-teaching staff as appropriate

This post is accountable for:

- Developing an understanding of the special educational needs of the student concerned
- Taking into account the student's needs and ensuring their access to the lesson and its content through providing appropriate clarification, explanations, equipment and materials
- Building and maintaining successful relationships with the student, treating them with respect and consideration
- Promoting independent learning
- Reinforcing learning. To help students record work in an appropriate way. To develop study and organisational skills. To help keep the students on task and well-motivated. To model good practice. To help build the student's confidence and enhance self-esteem
- Maintaining relevant documents for recording the support a learner has received and the progress they have made. Contribute to reviews and assessments of students in writing (following any guidelines provided) and/or verbally
- Providing support to other students in the class as directed by the class teacher
- Maintaining confidentiality
- Being flexible around changes to timetables and which students you support in order to meet the needs of the individual learners and to support other colleagues
- Working 1:1 with students in catch up sessions
- Working with small groups of students in a workshop setting delivering skills-based learning
- When required, cover for staff in designated study areas or quiet areas, supervising students and taking registers
- Attending team meetings, positively participating
- Liaising effectively with relevant staff such as LSW and Academic Support teams, pastoral staff, teaching staff and exams officers

- Updating journal to communicate with wider colleagues and keeping staff informed of any changes regarding the student's needs / situation
- Supporting and implementing college policies and procedures (including those relating to confidentiality and behavior)
- Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility
- Identifying personal training needs and attending appropriate internal and external in-service training
- Assisting students with their physical/personal care/medical needs (*intimate care not included)
- Safeguarding and promoting the welfare of children, young people and vulnerable adults

This role is term time only. The number of weeks will relate to the needs of the student and their study programme.

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity and customer service ethos.

Incremental progression is subject to satisfactory performance

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
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Student voice Student questionnaire Feedback from teaching / pastoral / Academic Support staff Line manager(s) and cross-College feedback Staff review Student success and retention

PERSONAL Specification

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	A good general education GCSE English and Maths Grade C or above	Moving and Handling First Aid Personal Care Qualifications and experience in a specific curriculum area
KNOWLEDGE	Understanding of ICT basics	Responsibilities with regards to the Safeguarding of Children, Young people and Vulnerable adults
SKILLS/ PERSONAL QUALITIES	A positive interest in working with young people. Ability to get the best out of young people. Ability to build good working relationships with a range of colleagues and young people. A clear communicator. Ability to work calmly. Caring and dedicated. Good record keeper Confidence to supervise small groups of students Energy, enthusiasm and patience.	A general knowledge of working with young people with Special Educational Needs. Experience of working with young people with disabilities / learning difficulties. Adaptability and creativity. The ability to manage young people and cope with challenging behaviour.
EXPERIENCE	Able to work on your own and as part of a team. An understanding of the most common learning difficulties / disabilities	Working with young people or adults with learning difficulties / disabilities Experience in an FE or 6 th form setting

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

Support Responsibility Allowance

Level of RA- A2 (£1000)

Job Description: LSW Intimate Care

Reporting to: SEND Transition & Review Lead



The key purposes of this role are to:

- Assist students with personal and intimate care requirements, as appropriate. Depending on the needs of the assigned students, this could include providing intimate/personal care, lifting/handling and use of equipment such as a hoist.
- All staff must understand that the delivery of personal and intimate support requires a professional and sensitive approach in order to preserve the dignity of learners and to safeguard their wellbeing at all times. Many learners have sensitivities about their bodies and bodily functions; about dressing and undressing; and find personal hygiene routines challenging.

Staff who carry out intimate support routines for learners will have training and will be aware of best practice. A full enhanced DBS with barred list check will be carried out on the successful applicant.

NB: Because the duties involve close physical contact and providing personal hygiene and intimate physical care support, the post may be restricted to either male or female applicants as appropriate.

Job Description for this RA.

This JD is in addition to your existing JD for LSW and is separate from it, although both should be considered during your appraisal process. If this RA is fixed term for the period the student needing the support is in college, or if you give up this role then the RA and related JD would cease to apply.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual care
- Treatments such as enemas, suppositories, enteral feeds
- Catheter and stoma care
- Supervision of a student involved in intimate self-care

This post is accountable for

1 Ensuring student's care needs are consistently supported in accordance with their Intimate Care Plans

- At all times, staff will carry out support in accordance with learner's preferences and support plans. Staff are expected to listen to learners to understand their wants and update Intimate Care Support Plans accordingly.

- Staff are expected to respect the privacy and personal space of all learners and will offer the least intrusive support needed during toilet times to encourage the independence and dignity of the learner.
- If, through delivering intimate support, staff observe any health/safeguarding issues, staff will follow the appropriate safeguarding procedure
- To ensure that appropriate clear and accurate systems of recording, reporting and quality control are maintained.

Indicators/sources for reaching performance judgements (not exhaustive):

Performance will partly be judged using some or all of the indicators/sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used & needs to be read in conjunction with our College staff review policy

- Student feedback (inc. Student Survey)
- Parent feedback
- Feedback from staff
- Feedback from any care professional involved with the student's care