

Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

Post:	Additional Support Worker
Responsible to:	Head of Additional Learning Support
Coordinates with:	Curriculum staff, Wellbeing and Progress Mentor teams and the rest of the Additional Learning Support team

Summary of responsibilities:

- Working as part of a cross-college team of people supporting students with a disability and/or learning need or a medical need to achieve autonomy and a positive self-image by encouraging them to operate as independently as possible and contribute to college life.
- Provide in class and out of class support to an identified cohort of students with special educational needs and disabilities (SEND) and/or complex medical needs.
- Monitor progress and liaise with other members of staff and parents/carers to support students to achieve success in their study programme.
- To support students in preparation for adulthood, independent living and progression into higher education or employment with training.

Main duties:

- To be responsible for providing additional learning support to specific students who require support in and/or out of class and may have learning, social, physical, medical or mental health needs.
- To help students to develop independent learning skills, behaviours and attitudes and manage their own learning
- To assist students to meet their specific physical/personal care/medical needs*.
- To listen to students and take a proactive approach to support them to overcome any barriers to learning.
- To help build the student's motivation, confidence and enhance self-esteem.
- To monitor and support the social, emotional and physical wellbeing of the student.
- To provide examination invigilation/support to students in line with agreed access arrangements.
- To support students in preparation for adulthood, independent living and progression into higher education or employment with training.
- To provide support to students on college organised trips and work experience.
- To liaise with teaching, pastoral and other staff to ensure the best possible support is provided to individual students.
- To assist in monitoring/reviewing the effectiveness of the support provided for individual students, providing clear feedback for the student.
- To maintain accurate and relevant records and associated administration to match the current college systems. This may include but is not limited to, records of support, the adaption of class materials and quality assurance documents.

- To be confident in using computerised records. Training would be available to develop competency in using the college's IT network.
- To be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults
- To participate in department meetings, sharing good practice with other support workers and subject teachers.
- To participate and contribute to the college's staff development programme where appropriate.
- Any other duties as appropriate to the post, including general support for other students and exam support work as negotiated with the line manager.
- To work at all times in accordance with and to further the policies and procedures of the college.
- To be a member of the college first aid duty team
- To promote equality and diversity, college policies and the core values of the college.
- Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.

* These duties only to be included after appropriate risk assessment and training have been undertaken.

Summary of main terms and conditions

Salary	Point 5 of the Sixth Form Colleges Support Staff pay spine; currently £20,795 per annum for a full time staff term time only post (36.25 hours per week)
Working hours	This is a staff term time only post with a full time role available. (normally between 8.30 am and 4.30 pm). You are expected to attend a weekly departmental meeting which may take place outside of the core day. Some flexibility in the hours worked will be expected, this could include some work in evenings and at weekends.
Pension scheme	You will be auto-enrolled into the Local Government Pension Scheme
Safeguarding	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
Payment	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.
Reviews	You will have regular reviews to assess your progress and set targets.

Person specification for Additional Support Worker

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
You've got...	
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
Qualifications at level 3 (equivalent to A level)	A,I
Grade C GCSE or equivalent in English and mathematics	A,I
You're great at...	
These are the essential things that you have so you can do the job, without these you won't be considered for appointment.	
Ability to provide effective support to students with a range of needs, including learning, social, physical, medical, and mental health needs.	A,I
Demonstrable experience of supporting students to develop independent learning skills, behaviours and attitudes.	A,I
Experience of maintaining accurate and relevant records.	A,I
Excellent communication and interpersonal skills, with the ability to liaise effectively with students, staff, parents/carers and other professionals.	A,I
Experience of working successfully in a team	A,I
Ability to listen to students and take a proactive approach to support them.	A,I
Ability to motivate students, build their confidence and enhance their self-esteem.	A,I
Strong problem-solving skills and the ability to take a proactive approach to support students to overcome barriers to learning	I
The ability to work confidentially and sensitively with individuals	A,I
Understanding of the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults.	A,I
It would be good if you had...	
Whilst not essential , it would help in the role if you had any of the below.	
Experience of working in an educational setting.	A,I
Post A level qualifications or career experience	A
Ability to provide personal care support in line with agreed risk assessments and training.	I

Experience of networking with outside agencies	A,I
Experience of Learning Difficulty Assessments (LDAs) and Education, Health and Care (EHC) plans	A,I
A car driver with a clean licence	A,I
Possession of a First Aid certificate	A