



Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

Learning Support Assistant: Emotional, Behavioural or Mental Health Difficulties and Autistic Spectrum Disorders (term-time only; 38 weeks per academic year)
Various hours available including temporary work
Ref: VBSS21.69

1. The Appointment

You will be part of a team that provides a wide range of support services to learners who have Emotional Behavioural or Mental Health Difficulties and/or Autistic Spectrum Disorders.

The ideal candidate will be required to work under the guidance of the Co-ordinator: EBD/ASD/MH using the strategies recommend in the Individual Learning and/or Behaviour Plan. Duties will include liaising with teaching staff, outside agencies, parents/carers and schools.

You are required to have a flexible and professional approach to your work, possessing sound interpersonal and communication skills and a professional approach to your work.

You will need the ability to work as part of a team whilst demonstrating that you can use your own initiative to work independently, without close supervision.

Please specify on your application form the working hours required.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To provide 1:1, 1:2 or small group support for behaviour management and/or emotional need/mental health or autistic spectrum disorder.
- b) Contribute to the planning and supporting of ILP and target setting.
- c) You will be required to maintain accurate and up to date records of all support activities.
- d) To provide 1:1, 1:2 or small group support to enable access to the curriculum, appropriate to the learners needs and preferred learning style.
- e) To provide 1:1 support during breaks and lunchtimes where appropriate.
- f) To work with individuals preparing resources and differentiated materials to support their individual needs e.g. reward charts, exam preparation.
- g) To provide support to promote independence and inclusion to the social aspects of the college and its community. This may include independent travel training.

- h) You will be required to attend and contribute towards planning and review meetings, working alongside teaching staff, outside agencies, parents/carers and schools.
- i) You will be expected to attend team meetings, contribute towards the planning, development and evaluation of the service.
- j) You will need a sound commitment to Continual Professional Development and may be required to attend both internal and external training opportunities related to your role.
- k) To act as an advocate for the learners that you are supporting and the broader issues surrounding inclusion.
- l) To provide support for learners at all college sites where their learning is taking place. You will be expected to travel between campuses.
- m) To facilitate practice in the use of exam access arrangements by acting as a reader/scribe when required.

2.2 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post. This can include support within a residential setting outside of your normal working hours. It may also include supporting learners at weekends and during evening classes.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Literacy to at least level 2 (or willing to work towards within 6 months)	✓	
Numeracy to at least level 2 (or willing to work towards within 6 months)	✓	
Certificate for Adult Learner Support L2 or equivalent (or willing to obtain)		✓

	Essential	Desirable
An appropriate qualification in autism/behaviour management		✓
Experience:		
Working with learners who have EBD/Behaviour Difficulties/Mental Health Issues/Autistic Spectrum Disorder	✓	
Working within an educational setting		✓
Experience of inter-agency liaison		✓
Skills /Knowledge:		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Good record keeping and monitoring	✓	
Basic IT skills i.e. Microsoft word and e-mail	✓	
Flexible approach to work	✓	
Sound interpersonal and communication skills	✓	
Ability to advise other staff		✓
Ability to work as an advocate for learners and to promote inclusion		✓
Knowledge of current developments and initiatives within relevant field		✓
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Positive and flexible approach	✓	
Ability to work independently and as part of a team	✓	
Sensitive to the needs of others	✓	
Patience	✓	
A sense of humour	✓	
Enthusiasm	✓	
Remain calm under pressure	✓	
A driving licence		✓

4. Position within the College

The post-holder will be part of the Additional Learning Support Team and will report directly to the Co-ordinator: EBD/ASD/MH.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, term time only contract and is subject to those terms and conditions.
- b) The salary will be a full time equivalent of £17,900 per annum (pro rata for part-time and term-time).
- c) You will be required to work on a flexible basis during term time.
- d) The Company operates a Scottish Widows Group Personal Pension Plan.
- e) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Sunday 31st October 2021**.

www.wnc.ac.uk/vacancies

THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £44.

It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.