

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

**Learning Support Assistant: Physical Disability (term-time only; 38 weeks per academic year)**  
**Various hours available including temporary work**  
**Additional Learning Support**  
**Ref: VBSS21.70**

## **1. The Appointment**

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

You will be part of the team that provides a wide range of support services to learners who may have a learning difficulty or disability. Duties will include assisting learners to access college and the learning environment, personal care, mobility support and medical support.

The ideal candidate will have a sensitive approach to individual's needs; an appropriate Level 2 qualification; a positive approach to working as part of a team whilst demonstrating that they can use their initiative to work independently and without close supervision. They should also have sound inter-personal and communication skills, an adaptable and professional attitude, patience, enthusiasm and a sense of humour.

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 offer additional learning support to learners, enabling access and inclusion within the learning and/or social environment under the guidance of the Co-ordinator and the Tutor.
- b) To support the learner in the development of study skills (such as the library, access to web-sites etc.) in order that the learner is not disadvantaged in the preparation and completion of coursework/assignments.
- c) To provide personal care support including assisting individuals to gain access to and travel around College, assisting in moving and handling for toileting purposes and lunchtime support.
- d) To offer support for individuals in managing their medical needs i.e. epilepsy, under the guidance of the Co-ordinator.
- e) Adhere to college policies and procedures at all times, raising any issues or concerns.
- f) To work in a discreet and confidential manner at all times, respecting the privacy and dignity of learners, parents and carers.

- g) To keep thorough and accurate records of all personal care and medical support activities, ensuring that this is available to relevant staff, parents/carers and learners on request.
- h) To contribute towards the planning and implementing of Health Care Plans.
- i) To ensure that learners assistive technology and/or communication aids are prepared in advance of sessions.
- j) To offer general welfare and support, this will include fostering independence, autonomy and self-direction amongst the learners.
- k) To maintain a working relationship with professionals, carers, families and other statutory agencies, where necessary.
- l) To attend regular meetings to share and provide information for review and evaluation purposes.
- m) To advocate on the learner's behalf, if necessary.
- n) To maintain a professional role and be aware of the need to maintain this professional relationship with the learner and other colleagues at all times.
- o) Participate in job-related training and professional development; i.e. an interest in understanding the learners' disability and support needs.
- p) To contribute towards the planning and implementation of Individual Learning Plans.
- q) To ensure that accurate records of support activities are kept and that this information is made available for review and audit purposes, as necessary.

## **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 of the 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.

### 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
An appropriate qualification in working with children or young people		✓
Literacy least level 2 (or equivalent) or willing to work towards within 6 months	✓	
Numeracy least level 2 (or equivalent) or willing to work towards within 6 months	✓	
<b>Experience</b>		
Working with people with a physical and/or medical care needs	✓	
Working within an educational setting		✓
Working with people with Learning Difficulties/Disabilities		✓
Inter-agency liaison		✓
<b>Skills /Knowledge</b>		
Ability to advise other staff		✓
Ability to work as an advocate for learners and to promote inclusion		✓
Good record keeping and monitoring	✓	
Basic IT skills i.e. Microsoft word and e-mail	✓	
Knowledge of current developments and initiatives within relevant field	✓	
Flexible approach to work	✓	
Sound interpersonal and communication skills	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
An understanding of safeguarding and its importance within the college	✓	
<b>Qualities</b>		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

### 4. Position within the Company

The postholder will be part of the Additional Learning Support Team and report directly to the Physical Disabilities Co-ordinator.

## 5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, Term Time only contract.
- b) The salary will be within VBSS Support Band 3, £17,900 per annum (pro rata for part time, term time and the fixed term period).
- 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 31<sup>st</sup> October 2021**.

[www.wnc.ac.uk/vacancies](http://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.**