



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

**Learning Support Assistant for deaf and SEND learners (2 posts available, 30 hours and 32 hours per week, term-time only; 37.6 weeks per academic year)**

**Ref: VBSS22.45**

## **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.

We are looking for an enthusiastic and dedicated Learning Support Assistant who can work effectively and imaginatively, providing first class support for students, helping them embrace their differences and develop independence.

You will be a strong team player with a real desire to help young people and adults. Previous experience working in a range of settings supporting young people or adults with learning difficulties and or disabilities, knowledge of SEND and the Education, Health and Care process would be an advantage.

### **ABOUT THE ROLE**

You will assist students in a variety of subjects and producing hand written or typed lecture notes for students with Special Educational Needs and Disabilities.

The role is term time only and provides regular weekly hours.

As part of this role you will provide a notetaking service to a wide range of learners with additional needs. Duties will include notetaking, preparation/modification of materials and resources, appropriate to the identified needs of the learner.

An integral part of this role is to provide support for learners with a variety of Special Educational Needs. This might be in the form of behaviour support, encouraging independence, physical assistance or Literacy and Numeracy support.

You should have experience in a variety of educational situations. You should hold an English Language and Maths qualification to GCSE Grade C (4) or equivalent and have skills in IT. You should have awareness of disabilities and be sensitive to the needs of the learners and a willingness to undertake additional sector relevant training and accreditation.

You will need a flexible approach, sound interpersonal skills and the ability to work as part of a team, and be able to use your own initiative to work independently without close supervision.

The ideal candidate will be required to work under the guidance of the Co-ordinator: for Deaf learners and learners with Speech, language and communication needs, 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.

The successful applicant will:

- Have the ability to write fast and accurately.
- Be well-organised with good, clear, neat handwriting.

- Be able to recognise and capture the main points of a lesson and write them simultaneously whilst listening to the speaker.
- Be reliable, punctual and resilient.
- Be able to work flexibly.
- Have excellent interpersonal skills, diplomacy and empathy to others.
- Be able to work on your own autonomy and use your initiative.
- Have a good knowledge of English to include good spelling and grammar.
- Have a genuine desire to make a difference and help others.
- Hold an enhanced DBS certificate or be willing to apply for one.

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

- To provide 1:1, 1:2 or small group support for a variety of disabilities to enable access to the curriculum, appropriate to the learners needs and preferred learning style.
- Contribute to the planning and supporting of Teaching, Learning and Inclusion Plan and target setting.
- You will be required to maintain accurate and up to date records of all support activities.
- To provide support during breaks and lunchtimes where appropriate.
- To work with individuals preparing resources and differentiated materials to support their individual needs e.g. reward charts, exam preparation.
- To provide support to promote independence and inclusion to the social aspects of the college and its community.
- You will be required to attend and contribute towards planning and review meetings, working alongside teaching staff, outside agencies, parents/carers and schools.
- You will be expected to attend team meetings, contribute towards the planning, development and evaluation of the service.
- 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.
- To act as an advocate for the learners that you are supporting and the broader issues surrounding inclusion.
- To provide support for learners at all college sites where their learning is taking place. You will be expected to travel between campuses.

- l) To facilitate practice in the use of exam access arrangements by acting as a reader/scribe/practical assistant 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
<b>Qualifications:</b>		
English to at least level 2 (GCSE C/4 or equivalent)	✓	
Maths to at least level 2 (GCSE C/4 or equivalent) or willing to work towards within 6 months)	✓	
An appropriate Level 2 qualification in Childcare, learner support or Health and Social Care		✓
Signature Level 1 in British Sign Language (BSL) or willingness to work towards		✓
<b>Experience:</b>		
Working within an educational setting/SEND experience		✓
Experience of partnership working		✓
<b>Skills /Knowledge:</b>		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Good record keeping and monitoring	✓	
Basic IT skills	✓	
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	✓	

	Essential	Desirable
Knowledge of current developments and initiatives within relevant field	✓	
<b>Qualities/Approach linked to college values</b>		
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 report directly to the Co-ordinator for d/Deaf and Hearing Impaired Learners.

#### 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 based on a full time equivalent of £18,470 per annum (pro rata for part-time and term-time hours).
- 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 26<sup>th</sup> June 2022**.

[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 is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all 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 from working with children and or vulnerable adults to apply for this position.**