

Role Description

Role Title: Higher Learning Assistant (HLA)	Pay Grade: Grade 6: £23,888 - £26,111 per annum
Normal Place of Work: South Bristol Skills Academy (BS14), College Green (BS1), (Base centre allocated on appointment)	Line Manager: Learning Support Team Leader
Normal Working Hours: Full time (37 hours a week), full year	Responsible For: No Line Management Responsibilities

ROLE PURPOSE

The post holder is responsible for:

- a) To support Learning Assistants induction, acting as a 'go to person' for day to day queries or systems questions.
- b) To support with completion of centre-based Learning Assistant timetable allocation
- c) To complete day to day staff timetabling to ensure vulnerable students are supported
- d) To maintain college systems which will ensure enable a clear view of staff utilisation
- e) To support with completion of allocated exam access arrangements file notes for high needs students
- f) To support students learning through delivery of direct in class support - reducing barriers to learning for students, increase opportunities towards improved outcomes, maximise success, enable greater autonomy and develop further independence
- g) To work closely and collaboratively with other ALS colleagues, teachers and relevant college staff

PRINCIPAL ACCOUNTABILITIES

- Post holder will be allocated an in class support timetable and have allocated hours to complete additional duties.
- To support new Learning Assistants joining the team with their induction – Centre based tour of the building, accessing college systems such as Pro Monitor and acting as a 'go to person' for day to day enquiries.
- To undertake duties to support with the completion of centre-based Learning Assistant timetable allocation and daily deployment to ensure vulnerable students. Only in exceptional circumstances will the post holder be deployed to provide cover arrangements during the critical morning period.
- Maintain college systems to enable a clear overview of staffing and utilisation.
- To support with the timely completion of file notes to enable allocated high needs students to access their exam access arrangements.
- Maintain records of student progress, including detailing the effectiveness of interventions, strategies tried and delivered and other information as required by the College, the Code of Practice and current guidance
- To employ and model strategies and procedures that provide inclusive person-centred support.
- Working with the team around the young person to provide specialist skills and knowledge to support delivery of provision and give advice on appropriate deployment and use of specialist aids, resources and equipment (inclusive of medication administration, physiotherapy, occupational therapy and speech therapy etc as advised by external professionals)
- To work collaboratively with wider college teams to co-ordinate and deliver effective support for learners with learning difficulties / disabilities. For example; liaison with canteen staff to arrange lunches for identified high needs students taking in consideration any food allergies, cultural requirements and eating habits.

- Provide guidance to Learning Support Assistants to contribute to the termly and annual review process for students in accordance with statutory deadlines.
- Support, enable and empower high needs students to successfully access the curriculum including alternative communication systems.
- Be informed of current practice, legislation, and guidance around additional learning support in Further Education, including Education, Health and Care Plans and the Code of Practice.
- Work collaboratively with Additional Learning Support colleagues and tutors to ensure student overviews are up to date for high needs students, relevant, reviewed regularly and shared with appropriate members of staff.
- Monitoring individual or group support during students' unstructured time, as necessary.
- Oversee and support with providing intimate personal care for students, **as appropriate** and as per individual's guidance.
- Maintain a safe environment for students, yourself and colleagues by adhering to any specific safety plans and risk assessments, as well as college safe systems of work.

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

a) Learning Support Team Leaders and ALS team
b) Curriculum staff in all areas of college
c) Learner Services, including Careers, Safeguarding & Welfare

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies □ To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: integrity, respect, ambition and pride

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Educated to level 3 or equivalent.	✓		AF/Cert
A recognised academic, professional or specialist qualification in use of IT systems.	✓		AF/Cert
A recognised academic, professional or specialist qualification in an aspect of Additional Support, youth work, mentoring, support or guidance		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
To be able to work alone and as a member of the team, including professional interaction with external partners	✓		AF/IV
Proficient use to IT systems and data bases	✓		AF/IV
Experience of providing personal care support		✓	AF/IV
Ability to initiate and communicate effectively during emergency procedures if necessary	✓		AF/IV
Delivery of Additional Support, youth work, mentoring or related service	✓		AF/IV
Understanding of current trends and issues in meeting individual support needs, including Education, Health and Care Plans	✓		AF/IV
Willingness and commitment to developing a working knowledge of Education, Health and Care Plans	✓		AR/IV
An ability to keep individual records in regard to students, including to data collection and audit compliance	✓		AF/IV
Experience of working within budget constraints to maximise efficiency	✓	✓	AF/IV
An understanding of the wider changes and challenges facing the FE sector		✓	AF/IV
A clear understanding of barriers to effective student participation, and how to tackle such barriers	✓		AF/IV
Experience of having supported individuals and created learning plans	✓		AF/IV
Experience or a developed understanding of conflict resolution	✓		
SKILLS AND ABILITIES			
Competent user of IT and internal college systems to support administration of ALS duties	✓		
Ability to promote a first class person centred approach to additional support	✓		AF/IV
Excellent interpersonal and communication skills, ability to build effective relationships with young people, colleagues and other professionals	✓		AF/IV

Ability to develop positive, collaborative working relationship with students and colleagues	✓		AF/IV
Commitment to self-development and the development of others	✓		AF/IV
A strong commitment to and lead exemplary behaviours maintaining an ethos of equality and diversity across the College.	✓		AF/IV
Commitment to promote and engender a safe and inclusive learning environment for all young people and vulnerable adults.	✓		AF/IV
For staff working with Deaf/Hearing Impaired students – clear in communicating spoken and written English clear in communicating in BSL	✓		IV

*Assessment method:

AF = Assessed via application form

AT = Assessed via test/work-related task

IV = Assessed via interview

Cert = Certificate checked at interview

Closing date 20 June 2024

Interview date 27 June 20024