

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services	Job Ref Number: 03799
Service Area: SEND – INSPIREU	Grade: G3

Job Title: INSPIREU Learning Support Assistant

PURPOSE OF JOB:

To work with individual young people having Special Educational Needs and/or Disability, in accordance with their Education, Health and Care Plan where appropriate and/or groups of young people as directed by the tutor and/or the provision manager. To keep support records and input into reviews about individual learners.

TEAM STRUCTURE:



MAIN DUTIES:

1	Support learners with Special Educational Needs and/or Disability to engage and access with their education at INSPIREU.
2	Promote progression and learning (emotional, educational and social). Foster growth, confidence building and independence, observe and record progress.
3	Support learners with behaviour that challenges , following INSPIREU’s behaviour management policies.
3	Assist with the planning and preparation of learning activities, and in the delivery of sessions.
4	Participate in the preparation of the classroom, under the instruction of the tutor.
5	To support learners to access internal work experience, external work experience and community events, including volunteering projects.

6	Monitor the needs and progression of the young person/people supporting and report to designated person and maintaining accurate records.
7	Be familiar with the Support Plans of all learners supporting including those with an Education, Health and Care Plan.
8	Keep records as required by INSPIREU and report and record incidents timely.
9	Act in accordance with INSPIREU policies and procedures and relevant legislation, particularly in relation to safeguarding and behaviour management.
10	To support the wider INSPIREU team by attending internal and external meetings, conferences, parents evening and open days.
11	To maintain own continued professional development and attend relevant training and/ staff development programmes including wider networking as appropriate.
12	To transport learners in own vehicle where required, to support the learner in attending work placements, job interviews, exams etc.
13	INSPIREU has seven sites across Lincolnshire and there may be times where the LSA is asked to provide support to other colleagues i.e. providing cover in other geographical areas as necessary.
14	Actively promote and embed equality and diversity, Core British values and the Prevent agenda.
15	Actively contribute to the County Council's and INSPIREU's safeguarding children and vulnerable adults agenda.
16	Take full responsibility for ensuring the Health & Safety of learners under their supervision.
17	To remain up to date and compliant with all relevant legislation, funding requirements, policies and professional codes of conduct in order to ensure compliance and uphold standards of best practice.
18	Undertake any other duties consistent with the overall purpose of the job.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Ability to support young people (16-25 years old) who have Special Educational Needs and/or Disabilities.	A,I	x	
Ability to communicate effectively with vulnerable young people.	A,I,T	x	
Ability to demonstrate empathy to learners who may have behaviour that challenges	A,I	x	
Ability to work as part of a team.	A,I	x	
Ability to reflect on own practice and have a positive approach to personal development	A,I	x	
Ability to work in a flexible manner in order to respond to the challenging demands of working within a small education provision, which can include covering at other centres at short notice and supporting learners to travel to all sites where required.	A,I	x	
Experience of working with challenging vulnerable and high needs learners	A, I		x
Therapeutic Crisis Intervention Training	A, I		x
English, Maths and ICT qualifications to at least level 2	A		x

Level 2 Information, Advice and Guidance Qualification	A		x
*A = Application form T = Test/Assessment I = Interview P = Presentation			
<p>GENERAL</p> <p>The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.</p> <p>The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>			