

Job Description

Job Title:	Learning Support Worker
Responsible to:	Lead SEND Practitioner and SEMH Lead
Grade:	Support
Salary:	£16,900 - £17,745 (dependent upon experience & qualifications)
Hours:	Negotiable (preferably working core hours 0930 to 16.30 – 6.5 hrs per day / 32.5 hrs per week)

Profile

Are you ready to give countless young people the opportunity to further their venture into adulthood using your skills and techniques to guide our learners aged 14 – 19 to a brighter future? We are looking for an inspirational Learning Support Workers who can support vocational training and Maths & English teachers within the classroom environment.

We are looking for someone who is innovative in their approach to achieving the desired results for our learners, someone who can empower young people to see the importance of recognised qualifications including Math and English as a foundation to a successful journey in life.

Following the most recent visit from OFSTED in February 2020 (graded GOOD) Inspectors highlighted the success of the Teachers within Bridge who repair young people's views of education, changing them from disengaged to achievers.

At Bridge Training we live by our motto: "Changing Education, Changing Lives". We know that, due to a variety of personal barriers, mainstream schools and colleges can be a daunting for some young people to thrive in, so at Bridge Training we do things a little different. Since 1989 we've been creating an alternative educational path for young people in Gloucestershire, helping and supporting them achieve their next steps in life. We deliver a range of vocational qualifications alongside Maths and English in an intimate, flexible and learner centred environment. We are committed to delivering quality learning opportunities to small classes, ensuring that those that need additional support receive the attention they deserve.

Please note.

This post is considered as Regulated Work with vulnerable children and/or protected adults, therefore Bridge Training follow a Safer Recruitment Policy and process, and the post will require an enhanced DBS.

If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the GOV.UK website.

We do not accept CV's and we do not accept CVs by post or email. All our vacancies must be applied by completing an application form via nicki.price@bridgetrainingltd.co.uk

Bridge Training Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Responsibilities & Main Duties

Effective use of ProMonitor and other internal systems to ensure consistent communication relating to learners and their support needs

Ensure that information and recording of information relating to learners is timely and accurate, using agreed systems

Use application and pre-enrolment information to effectively support learners (including one-page profiles, Education, Health and Care Plans and My Plan / My Plan+)

Carry out specific support tasks in a range of settings (e.g. classroom, workshops, work placements, offsite visits).
Explore, develop, and use resources, teaching and learning strategies and digital technology within own practice and disseminate best-practice within the team and the wider Bridge Training community.
Work professionally and collaboratively with the teacher to develop a positive, constructive and proactive relationship that benefits the students and contributes significantly to their success within each session and over the duration of the course and take part in the planning meetings, inset days and any other meetings as required
Work professionally 1:1 (or in small groups) with students actively motivating and encouraging as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to the student's needs.
Actively encourage learners to work towards their individual targets and facilitate learners to make choices and become more independent assisting in weaker areas, for example speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
To promote acceptance and inclusion of all students, encouraging students to interact with each other in an appropriate and acceptable manner
Liaise with external agencies and parents / carers as required to effectively share information as necessary.
To assist in the induction process
Additional optional duties may include carrying out specific tasks relating to intimate personal care or medication (training will be provided), residential trips etc.
Be aware of, work within and respond to national changes in policy, guidelines, regulations and legislation relating to SEND (Children and Families Act 2014 and the SEND Code of Practice), reasonable adjustments (Equality Act 2010) and exam board requirements (JCQ).
Support the Lead SEND Practitioner and SEMH Lead in driving the Additional Learning Support policy, along with the referrals procedure to ensure a consistent and fair approach across Bridge Training
Actively contribute and support the departmental Quality Improvement Plan (QIP), Self-Assessment Report (SAR) and key performance indicators (KPIs)
General
Promote to students and staff a safe and harmonious working environment in line with Health and Safety requirements, Code of Conduct, Safeguarding, Data Protection and the Equality Policy and ensure high levels of housekeeping
Ensure that all Health & Safety procedures are adhered to. (Weekly fire alarm tests, six monthly evacuations, identification of hazards of slips, trips and falls etc.) In accordance with Bridge Training risk assessments.
To maintain up-to-date paperwork and comply with contractual and audit requirements and to ensure that all contractual paperwork is completed, and all other administrative duties comply with external and internal quality requirements
Participate in the Bridge Training parents evening and careers event (termly)
To partake actively in lifelong learning and constantly seek to perform more effectively through widening knowledge
The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued, as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Willingness and ability to undertake further professional development in line with contractual, business needs and national developments	Yes	
Hold a recognised Teaching Assistant qualification or equivalent (eg Childcare Level 1, 2 or 3) or relevant experience		Yes
Minimum of Maths and English GCSE grade C / Level 2	Yes	
Experience		
Experience of working with 16+ age range		Yes
Experience of working with individuals with additional learning needs or disabilities		Yes
Have a proven track record of managing and supporting a diverse group of students		Yes
Experience of addressing individual learner needs, both inside and outside the class setting		Yes
Have experience of identifying, developing, and sharing innovative and creative resources		Yes
Experience of working with students who may have little experience of education and training		Yes
Skills and Abilities		
Strong behaviour management skills	Yes	
Able to promote educational, social, and emotional development	Yes	
Knowledge of working in a practical training environment		Yes
An adaptable approach to teaching and learning being empathic and responsive to learning needs	Yes	
Able to motivate, engage and enthuse learners in innovative ways	Yes	
The ability to plan, monitor and review targets to meet deadlines while giving due attention to quality	Yes	
Excellent interpersonal skills	Yes	
Ability to carry out administration effectively and prioritise and organise own workload.	Yes	
Responsive to staff and student needs	Yes	
To have aspirations and expectations for their students and themselves	Yes	
Work independently and as part of a team	Yes	
Resourceful and creative	Yes	
Qualities		
The ability to evaluate, reflect and continue to improve	Yes	
Be able and willing to assist across the range of courses offered	Yes	
To be dedicated to the success of the students, Bridge Training and themselves	Yes	
A flexible and responsive attitude to the likely changing demands of the post	Yes	