

## Job Description

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| Job Title:      | Learning Support Worker (2 positions)                                                                                                |
| Responsible to: | Head of Curriculum                                                                                                                   |
| Salary:         | £24,784.50 to £27,300 (FTE Annually Actual)<br>Salary for 37.5 hours per week for 41 weeks (Term Time Only): £19,534.32 - £21,526.00 |
| Hours:          | 37.5 per week (negotiable)                                                                                                           |

## Profile

Bridge Training Ltd is a small Independent Training Provider based in Gloucester City Centre. We are committed to delivering the highest quality of education and support in partnership with students, parents, and carers through a culture of dignity, inclusivity, respect, and ambition.

We are seeking inspirational Learning Support Workers who are passionate about supporting young people to achieve a brighter future. The role focuses on ensuring that both current and future students receive a high-quality learning experience, enabling them to successfully progress, achieve their qualifications, and develop lasting skills. You will work alongside the teacher to support the delivery of effective and inclusive lessons.

As such, you will work either one-to-one or in small groups supporting students with their education to ensure that the support is learner focussed, ensures vocational excellence, provides high quality learning and an outstanding student experience which reflects the principles of the curriculum.

You will be expected to work Monday to Friday during term-time within a full-time role (part-time working will also be considered)

This role would be an ideal opportunity for a new entrant into the Learning Support profession although equally attractive to a more experienced colleague. We have a positive commitment to supporting Early Career and a comprehensive staff development programme. You will be assigned a personal mentor to support you in understanding and coping with your new role. If you do not currently hold a Learning Support qualification it will become a mandatory requirement for this post and must be achieved within 18 months.

**Bridge Training is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.**

### 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, **this appointment will be conditional on successful pre-employment and enhanced DBS checks. You will be required to sign up to the DBS update service (fee reimbursed).**

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 CVs by post or email. All our vacancies must be applied by completing an application form via [nicki.price@bridgetrainingltd.co.uk](mailto: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 (training given)
- Ensure that information and recording of information relating to learners is timely and accurate
- 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
- Monitoring and reviewing targets on a monthly basis
- 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 such as 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 Head of Curriculum and Lead SEND Practitioner 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 (GDPR), 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
- Participate in the Bridge Training parents evening and careers event.
- 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.

## BENEFITS AND REWARDS

- Staff laptop
  - Training and professional qualifications opportunities
  - Matched contribution pension scheme
  - Free on-site parking in Gloucester City Centre (accessible always)
  - 35 days holiday (+ bank holidays) pro-rata per annum, with extra days given at Christmas
  - Christmas and Easter closure period
  - Team building events & paid Christmas Lunch
  - Free car valeting service
  - Free and confidential advice, information, and counselling service
  - Summertime Working Hours
- Family friendly policies including compassionate leave, doctors and dental appointments, and menopause policy

## Person Specification

- Willing to learn and the ability to undertake further professional development in line with contractual, business needs and national developments
- Good Communication Skills - Ability to communicate effectively with a wide range of people and personalities
- An adaptable approach to teaching and learning being empathic and responsive to learning needs
- The ability to plan, monitor and review targets to meet deadlines while giving due attention to quality
- Quick learner with the ability to work on your own as well as part of a team
- Quick learner
- Resourceful and creative
- Flexible and responsive attitude to the changing demands of the post
- Able to form and maintain appropriate relationships and personal boundaries with young people
- Hold a recognised Teaching Assistant qualification or equivalent (eg Childcare Level 1, 2 or 3) or relevant experience
- GCSE in English and Maths at Grade C/4 or above
- Experience of working with individuals with additional learning needs or disabilities
- Ability to carry out administration effectively and prioritise and organise own workload
- Problem Solving Skills
- Knowledge of IT applications
- Self-Starter, Able to Work Proactively whilst unattended, Punctual, Reliable and Conscientious