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| **Job Title:** Learning Support Trainer  **Reporting to:** Learning Support Team Leader  **Base:** The Joseph Wright Centre |
| **Hours:** 37 hours per week, 52 weeks a year  **Contract type:** Support  **Holidays:** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary:** £26,174 per annum |
| **Job Purpose**  Support students with learning needs across DCG outside the classroom, supervising Learning Support Base Rooms. Deliver one-on-one and small group coaching sessions. Train as a Safeguarding Officer to support students' social, emotional, and mental health, and act as a Mental Health First Aider. |
| **Key Responsibilities**    **Support for Students**     * Develop an understanding of and provide for students ‘specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating, mobility and dispensing medication. * To work in a non-teaching capacity, supporting students presenting with learning support requirements in any location across DCG. * To work under the direction of the Learning Support Lead to produce and implement the students’ individual support plans. * To develop, with subject Teachers strategies to support students in the classroom. * To help achieve the support plans of students, by feedback, review and modification of support plans, and to work towards their independence and selfadvocacy skills. * Deliver support to raise standards and to improve the quality of the student experience in line with changes to curriculum and government funding. * Participate in relevant staff training and updates to enhance our students’ experience and achievement. * Ensure the success of the student journey through appropriate target setting and contributions to E-ILPs on ProMonitor * To ensure leaining support needs: |

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| * Encourage independence and self-help skills * Provide support out of class to develop supported students’ study and independent learning skills * Contribute to team meetings, parents’/carers’ meetings, multi-agency meetings, inductions and any other event as required. * Ensure individual promotion of employability skills and attributes for our students. * Promote and reinforce students’ self-esteem, appropriate learning behaviour and levels of effort. * Create and modify resources to support students with their learning and development.      * To work with individuals preparing resources and differentiated learning materials to support students’ individual needs. * Assist students moving around the college campus * Assist with personal care (if required) * You will be expected to attend and contribute towards planning, and review meetings, working along side teaching staff, outside agencies, parents/carers and feeder schools. * To support students to progress onto higher levels, apprenticeships other programmes and/or into the world of work * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. |
| **Person Specification** |
| **Competencies**  **Essential**   * Proven ability to analyse difficult situations, identify / recommend constructive solutions and implement them effectively * Ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met * Evidence of achieving continuous improvement to drive results |
| **Knowledge and Experience**    **Essential**   * Knowledge of Frameworks, regulations and requirements of the sector and how these relate to the role * Knowledge of SEND code of practice * Experience and understanding of the issues related to Additional Learning Support * Recent relevant experience of supporting students or a willingness to learn * Experience of dealing with unwanted behaviours and supporting students with regulating * Knowledge of SEND reforms and the development of Education, Health and Care * Experience of interpreting and using relevant data effectively to improve performance * Knowledge of Equality act 2010   **Desirable**   * Experience working in FE |
| **Qualifications**    **Essential**   * Level 2 English * Level 2 Maths * Mental Health First Aider (or willing to work towards) * Safeguarding trained (or willing to work towards)   **Desirable**   * Level 2 in IT |