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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.
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| **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
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| **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
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| **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

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