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| |  | | --- | |  | | **Learning Support Worker**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Additional Learning Support Worker Service Area: Learning and Skills  **Team: Continuing Education**  **Directorate: Place** | Salary Grade: Scale 3 |
| **Post Reports to: ALS Coodinator**  **Post Responsible for:** | |
| **Main Purpose of the Job:**  To support learners with a wide range of physical, congnitive, sensory, emotional, behavioural and mental health issues.  To work with Tutors to effectively promote the benefits of learning that supports the learner’s skill development, and employability to be economically active and effective members of their organisation and community. | |
| **Summary of responsibilities and key areas:**   * To provide specialist support for learners based on their Support Plan * To record the support provided and feedback to relevant staff on changes and/or improvements * Facilitate participation of learners in their learning, helping them to build confidence and self-esteem | |
| **Job activities:**  1. To provide educational and mentoring support for learners with additional support needs, including literacy and numeracy difficulties, profound, moderate and specific learning difficulties, disabilities, physical and sensory, and mental health, emotional and behavioural difficulties.  2. To work under the supervision of qualified Tutors to support learners with learning difficulties and/or disabilities in order to access and succeed on college based programmes of study or training.  3. To support learners in a variety of ways according to need. This support may include:   * Physical care. * Working with learners inside and outside the classroom environment. * Monitoring and supervising individual or small groups of learners. * Assisting with record keeping associated with individual learners. * Assisting with equipment used by individual learners. * Assisting learners with both written and practical assignments.   4. To support learners with identified additional support needs in the undertaking of written and practical work in a group or one to one situation.  5. To assist tutors with the keeping of learner records, ALS audit records and the learner’s Individual Learning Plan (ILP).  6. To assist in feedback and the monitoring of the effectiveness of the Additional Learning Support provided for individual learners.  7. To liaise with the ALS Coordinator and Advanced Practitioners in respect of the programme learning objectives and the individual learner’s additional learning support requirements.  8. To listen to learners and take a pro-active approach to assisting and advising them with their additional learning needs and programme requirements.  9. To work with the tutors to develop and adapt learning materials, resources and activities to meet the needs of individual learners.  10. To attend and contribute to individual learner reviews, team briefings, team meetings and staff development sessions.  11. To facilitate and encourage the social and emotional development of learners by intervening where necessary to reinforce positive behavioural patterns within and outside the classroom. To provide individual supervision where necessary.  12. To assist in the monitoring and assessment of the progress of individual learners in line with the Service’s ALS policy, learner review procedures and inspection and audit requirements  **Other**  13. To undertake to work flexibly, which may include some evening and weekend work.  14. To participate in the service’s CPD programme and the development of your understanding of additional learning support and how to meet the needs of learners.  15. Ensure the availability of specialist resources e.g. coloured paper, overlays etc. and were required assist tutor in preparing materials for lesson e.g. photocopying.  16. Actively promote and implement the Service’s policies for Equality and Diversity, Safeguarding, data protection and security of information.  17. To ensure Personal Emergency Evacuation Plans (PEEP’s) are available for learners with mobility needs.  18. Assist Tutors in applying the Councils Customer Service Charter to ensure high satisfaction with the Services customers by seeking to achieve early resolution to complaints and disputes.  19. The post-holder will also be expected to undertake additional duties commensurate with the post as required by the ALS Coordinator and Advanced Practitioners. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| A minimum of 2 years relevant experience in a support role and carrying out personal and learning needs assessments. | Desirable |
| Of working with learners with complex needs in a learning setting. | Desirable |
| Of working with learners and applying agreed adjustments as required under DDA legislation. | Desirable |
| Of individual and group work support | Essential |
| Of identifying and applying appropriate strategies to support learners. | Essential |
| Of supporting learners with chronic illnesses. | Desirable |
| Applying requirements of the Equality Act 2010 to support the learning environment. | Desirable |
| Applying policy for the protection of personal and sensitive data. | Essential |
| Ability to deal with people with a high level of physical and emotional support needs. | Essential |
| English and Maths to GCSE or equivalent level 2 | Essential |
| Teaching Assistant or Specialist Support Worker qualifications at level 2 or above | Desirable |
| First Aid | Desirable |
| Manual handling | Desirable |
| Communicating Effectively | Essential |
| Being Customer Focussed | Essential |
| Effective Team Working | Essential |
| Personal Organisation and Effectiveness | Essential |
| Personal Development | Essential |
| Making the Most of I.C.T. | Essential |