



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:** |  | Learning Support Assistant |
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| **Service Area:** |  | Continuing Education |
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| **Directorate:** |  | Services to Place |
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| **Salary Grade:** |  | SC4 |

**About the Job**

**Main Purpose of the Job**

To support learners with learning difficulties and/or disabilities (including emotional and/or behavioural difficulties) within a Further Education setting. To differentiate and facilitate learning according to the learners needs including working 1:1 and as floating support.

**Key Responsibilities**

* Keep learners on task and prompt appropriate behaviour, ensuring consistency in applying service routines and systems so that a trusting relationship is developed.
* Motivate and encourage learners.
* Support allocated learners with special educational needs to achieve the targets in their individual support plans.
* Check instructions are understood – clarify and explain as needed.
* Supervise learners in the use of materials and equipment.
* Help learners to organize themselves and to become independent.
* Assist learners in areas needing development, e.g., language use, reading, writing, spelling, handwriting, presentation skills, behaviour, use of number.
* Implement all aspects of individual education plans provided by the Learner Services Manager, including keeping records of teaching and progress made.
* Support either individuals or whole group depending on the needs of the service.
* Liaise with Learner Services Manager to report on progress and attendance.
* Attend relevant meetings and reviews relating to individual learners.
* Keep auditable records of the support provided, including any successes or difficulties, using Service documentation.
* Have strong interpersonal skills and be able to multitask and work effectively in a busy, fast paced environment.
* Work according to SEND code of practice and current legislation relating to disabilities and carry out reviews as well as be aware of high need learners and their requirements.
* Maintain confidentiality according to data protection act and safeguarding policies.
* Strong multi-tasking skills and a conscious eye for detail to work is essential.
* Support the personal care needs of learners as required.
* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* To demonstrate model behaviours that are consistent with an open, inclusive and participative style.
* To be proactive in identifying and pursuing opportunities that are appropriate to maintaining your professional development, and actively participate in the services review process.
* Carry out duties with due regard to Council and services policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
* To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.
* Ensure equality, diversity and inclusion are actively promoted and advanced as part of the services commitment to learners and staff.
* Teaching Assistant or other relevant qualification at level 2/3 is essential.
* English and/or maths at level 2 as a minimum.
* First aid qualification is desirable.

To work to the Council’s values and behaviours by:

* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence.

Showing value and **respect** to our colleagues, partners and customers.