



ADDITIONAL SUPPORT ASSISTANT

Job Ref:	ASAJ24
Closing Date:	12 Noon, on Wednesday 21st August 2024
Department:	Additional Learning Support
Salary/Grade:	Point 6 to 8 - £23,162 to £24,010 per annum (payable £17,067.13 to £17,691.98 per annum depending on experience)
Contract & Hours of Work:	Established, 33 hours per week, term time only.
Responsible:	Head of Additional Support / SENCO
Start Date:	As soon as possible
DBS:	Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

Additional Learning Support Department

Additional Learning Support Aim: To ensure that the college is an inclusive and supporting environment where learning, achievement and progression are accessible for everyone.

Additional Learning Support is an integral department that enables Carmel College to respond to individual learning needs. Our key aims are:

- To provide support, information, advice and guidance to all students with SEND to ensure they are enrolled onto the most appropriate course/s
- To ensure learning is inclusive and accessible
- To ensure students with SEND enjoy, achieve and progress to their maximum potential at the rate of those students with whom no additional support is required
- To ensure that teaching staff are better able to support students with a range of needs
- To ensure that sufficient physical resources are available
- To promote independence and reduce over-reliance on support, to ease progression
- To provide opportunities for staff to reflect on the support provided to ensure high quality support continues

The Additional Learning Support department supports students who have a range of difficulties, some of which include: dyslexia and other SpLD, Autism, Asperger's, ADHD, hearing or visual impairment and physical disabilities such as cerebral palsy. Support is provided on a 1:1 or small group basis as identified within an individual ALS plan in accordance with Education, Health and Care Plans (if applicable).

ADDITIONAL SUPPORT ASSISTANT

Reporting to:	Head of Additional Support/SENCO
Department:	Learning Support

JOB DESCRIPTION

All staff must make a positive contribution to:

- the Catholic ethos of the College
- The College Equality & Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

Key Responsibilities:

- To provide in-class support for students who have been identified as requiring learning support.
- To provide examination support for students who require access arrangements.
- To assist and support teaching staff, under the direction of the Head of Additional Support/SENCo.

As a member of the Additional Support team, working closely with the Head of Additional Support/SENCo, Learning Assistants are expected to:

- Work as part of a team to support students who require learning support.
- Be available as timetabled to support students' in-class in accordance with their individual needs.
- Work in collaboration with the Head of Additional Support/SENCo to monitor and review student learning needs and progress to ensure the College maintains good levels of additional support.
- Assist and support teaching staff in a range of educational activities, both on and off the College premises.
- Share responsibility with teaching staff in supervising groups of students on visits.
- Be responsible for small groups of students in learning situations outside the College environment.
- Provide additional support during homework sessions as and when required.
- Undertake general supervision of students at lunchtime and break times, as and when required.
- Undertake on-going staff development and attend departmental meetings.
- Work towards student outcomes as stated in EHC plans and take an active role in annual reviews.
- Maintain up-to-date records of support and provide regular feedback on student progress.
- Liaise closely with the class tutor to ensure the support provided is the most appropriate and effective.

- Provide effective exam support when required.
- Ensure that College policies on Health and Safety are fully implemented.
- Observe and implement the College's Equality & Diversity policy.
- Demonstrate an awareness of safeguarding and The Prevent duty within the context of your role.
- To attend meetings and complete mandatory training in accordance with the colleges meeting/training schedule
- To assist at the colleges Open Evenings / Consultation Evenings
- Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

PERSON SPECIFICATION

ADDITIONAL SUPPORT ASSISTANT

All staff must make a positive contribution to:

- the Christian ethos of the College
- the College Equality & Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none"> • Previous experience of supporting students on a 1:1 basis within a classroom/education setting • Had previous experience of working with young people with learning difficulties or disabilities 		<ul style="list-style-type: none"> • Application form • CV • Interview • References
Qualifications / Education and Training	<ul style="list-style-type: none"> • Good standard of Education, educated to A Level Standard or equivalent 	<ul style="list-style-type: none"> • Educated to Degree Level 	<ul style="list-style-type: none"> • Application form • CV
Knowledge and Skills	<ul style="list-style-type: none"> • Good IT Skills • The ability to relate well with staff and students • Have undertaken training relevant to the post • Use of discretion and confidentiality as appropriate 	<ul style="list-style-type: none"> • Knowledge of Education, Health and Care Plans. 	<ul style="list-style-type: none"> • Application form • CV • Interview • References
Personal qualities	<ul style="list-style-type: none"> • Excellent Communication Skills • Enthusiastic • Self-Motivated • Ability to work effectively as part of a team • Ability to meet deadlines • Use of discretion and confidentiality as appropriate • Good record of attendance and punctuality • Approachable and professional at all times 		<ul style="list-style-type: none"> • Interview • References