

JOB DESCRIPTION

JOB TITLE	Learning Support Officer (LSO) for Learners with Learning Difficulties & Disabilities (LLDD)
SALARY	£19,240 per annum pro rata (Actual annual pay - £13,200 including holiday pay) Term-time contract, 30 hours per week.
REPORTS TO	Programme Lead
LOCATION	Route2Work (R2W) College, Groundwork South and North Tyneside
TERMS & CONDITIONS	Standard Terms and Conditions

JOB SUMMARY

Groundwork South and North Tyneside is a dynamic, multifaceted organisation with unbounded ambition to transform people and communities – we ‘Change Places and Change Lives’ through a wide range of diverse, interesting and valuable projects and initiatives. Our priorities are to strengthen and grow our existing services by delivering long-term programmes that meet the needs of our stakeholders.

We are looking for two to three dynamic LSO’s to support the delivery of accredited learning to young people aged 16 - 24 with Learning Difficulties and/or Disabilities. The successful candidates will join the supportive and skilled team of support workers and will work with the Tutors and Programme Lead to enable the young people to achieve their qualifications, develop their independence skills, emotional resilience and ultimately progress towards their future goals.

Learners at R2W College are working towards qualifications in vocational areas, as well as Functional Skills (Maths and English), work experience and a range of enrichment activities. Learning environments vary between classroom, farm, work placement, café and other vocational sites.

The role of the LSO’s is to work as part of the R2W Learning Support Team in supporting, guiding and including learners with learning difficulties/disabilities in both individual and small group learning sessions. The LSO’s will support the learners to complete tasks and/or work towards achieving targets set in their ILP’s (Individual Learning Plans).

KEY TASKS

The key tasks of the LSO are:

- To provide learning support helping learners to progress towards attaining regulated qualifications, in 1:1 or small group situations under the guidance and direction of tutors and Programme Lead.

- Work with individuals and/or small groups on differentiated and scaffolding activities as instructed by the tutor.
- To provide support helping learners progress towards the development of life skills/PSHE, in 1:1 or small group situations under the guidance and direction of tutors and Programme Lead.
- To be responsible for implementing the targets on the learners' Individual Learning Plan in liaison with tutors and Programme Lead. These targets are taken from their EHCP and reflect the outcomes for adulthood principles: Employment, Independence, Health, Friendships, Relationships and Community.
- To develop knowledge of the particular needs of the young people and establish a supportive relationship with the young person and their parents/carers. You will also support and signpost the young people to help them address concerns/issues in terms of:- Safeguarding, Curriculum, Transition, Welfare etc. You will be expected to provide feedback/information on individuals and seek advice from the Programme Lead, tutor and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- Provide targeted support outside of the classroom where relevant eg Travel Training, Work Placement etc.
- Complete paperwork/administration tasks such as timesheets, enrolment documents, learner journey paperwork etc in line with contract compliance.
- Regular filing of learner work/feedback/graded work into portfolio files.
- Responsibility for a key task such as:- updating of electronic ILP's, updating/co-ordination of mental health resources, RA's and H&S checks, co-ordinating Keyfund activities, stocktaking/stationary orders, etc.
- Recording and filing 1-2-1's/Communication Records/Review of the Week – recording actions and ensuring actions are followed up.
- To organise and maintain an inclusive learning environment across the whole college environment.
- Provide positive reinforcements, praise and rewards to learners and look after their physical, social and emotional welfare
- To attend in-service training and relevant meetings relevant to the post in order to keep up to date with developments in working with young people with special educational needs.
- To ensure the health, safety and wellbeing of learners by carrying out activity risk assessments, and work place risk assessments, and actively reviewing
- To ensure compliance with the Trust's Health and Safety Policy and procedures
- To cover break/ lunch time duties as agreed and within contracted hours

Additional Information / Duties

Safeguarding & Prevent:

- Be keenly aware of the responsibility for safeguarding children and adults at risk and to help in the application of the Safeguarding policy
- Comply with the Safeguarding Policy in order to ensure the welfare of children and adults at risk

Work Demands

- The post holder must be flexible in order to deal with rapidly changing priorities this will include changing hours of work within agreed boundaries to meet the demands of project delivery
- The needs and issues of the learners are often emotionally difficult, the post holder will need to be able to identify their own feelings and discuss these within an appropriate arena

Physical Demands.

- Travel may be required for project delivery

ADDITIONAL RESPONSIBILITIES

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies
- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
- To be aware of, and comply with, all measures to support our environmental standard ISO14001
- All employees have a responsibility of care for their own and others' health and safety.

Prepared By

R Kitson and R Ramsden, July 2022