



CHANGING PLACES
CHANGING LIVES

Recruitment Pack

Learning and Tutor Support Officer (LSO)
for Learners with Learning Difficulties &
Disabilities (LLDD)

To apply, please send a copy of your
application and forms to:
sant.recruitment@groundwork.org.uk

We're an
**Age-friendly
Employer**



**WE SHOW
THE SALARY**





GROUNDWORK
SOUTH & NORTH TYNESIDE

WE ARE PASSIONATE ABOUT:



Creating Better Places: Developing accessible high quality built and natural environment that provides natural capital and wellbeing benefits.



Raising Aspirations by Creating Better Prospects: Supporting individuals and families to be resilient, confident, ambitious and independent



Empowering Fair and Sustainable Communities: Reducing inequalities by supporting and enabling individuals and communities



Enriching Lives through environment, culture and heritage: Inspiring engagement and discovery informed by our past, present and future.





GROUNDWORK
SOUTH & NORTH TYNESIDE

OUR VALUES

THE GROUNDWORK APPROACH:

We will deliver impact through a range of diverse local and national projects, programmes and services, responding to the changing needs of local communities and the opportunity to build powerful partnerships to unlock new resources.

Wherever and however we deliver, our approach will be informed by the following commitments:



We will invest in the places and people that need us most. Prioritising our resources to bring about lasting change by building skills and capacity within local communities where we can make most difference.



We will work with local leaders and listen to local voices. Ensuring our work is shaped by those it is designed to benefit and adding value to the assets that exist in local areas.



We will grow a culture of equity and inclusion operating transparently and with integrity, and seeking out a diversity of viewpoints, both in the work we do and the people we employ.



We will be committed to collaboration – forging strong partnerships, contributing to a thriving community sector and helping others lead where this will achieve greater impact. We will act as environmental exemplars – championing practical action to combat the climate and nature emergency and measuring and reducing our own environmental impact



35 YEARS OF CHANGING PLACES AND CHANGING LIVES

1991

Groundwork launched in Tyneside - a pioneering partnership

2005

Land Trust partnership to enhance and manage Monkton Community Woodland for people and wildlife

2010

Opening of bespoke environmental education centre West Boldon Lodge

2018

TEN North East charity integrated into Groundwork

2025

Re-opened Jarrow Archaeological Mission, first excavations in Jarrow since the 1970s

1997

National Grid partnership to bring nature connection to children, young people and communities

2007

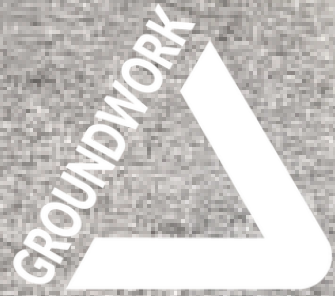
Community recycling shop opens at Middlefields Recycling Village, aiding a circular economy

2015

Partnership with Sage Foundation delivers social value

2019

Green Doctor Service launched tackling fuel poverty



GROUNDWORK
SOUTH & NORTH TYNESIDE

2025
CELEBRATING 35 YEARS



Better Places

1996

Opening of the Eco Centre in Hebburn, at the time it was Europe's most environmentally sustainable building.



Raising Aspirations

2014

Route2Work specialist College opened, providing tailored learning for students with SEND needs.



Sustainable Communities

2014

Marsden Road Centre opened in a landmark visit from HRH Princess Anne.



Enriching Lives

2016

Opened Jarrow Hall, sparking cultural revival and earning Accredited Museum Status in 2022

OUR GROUNDWORK TEAM

Board Of Trustees

Governance Officer

Chief Executive

Director of Skills,
Education & Care
Services

Director of Corporate
Services

Head of Development,
Communications &
Impact

Service Manager of
Visitor Engagement &
Development

Service Manager of
Research, Education &
Learning

Service Manager of
Communities

Business Support
Manager

Head of Commercial &
Environmental Services

Commercial &
Environmental
Team

Jarrow
Hall

Education Team

West Boldon Lodge
Education Business Communities

Finance Team

HR Team

Service Manager of
Farm & Land

Archaeological
Team

MARSDEN ROAD
Community Centre

Service Manager
of Young Carers

Young
Carers

Service Manager of
Sustainability

Farm & Land Team

GREEN
DOCTOR

LEAP
LOCAL ENERGY ADVICE
PARTNERSHIP





GROUNDWORK
SOUTH & NORTH TYNESIDE

WHAT ARE WE LOOKING FOR?

Groundwork South and North Tyneside is seeking a passionate individual who embodies our core values and is dedicated to supporting our commitments to communities and the environment.

We are looking for someone to work as part of the R2W Learning Team in supporting, guiding and including learners with learning difficulties and disabilities in both individual and small group learning sessions.

The LTSO will support the delivery of accredited learning programmes for young people aged 16-24 with learning difficulties. They will support learners to complete learning tasks and/or work towards achieving targets set in their ILP's (Individual Learning Plans). The LTSO will also deliver some of the learning sessions alongside R2W Tutors as agreed with the Deputy Head.

The successful candidate will join a skilled and supportive team and contribute to tutoring and learning activities, helping young people to achieve their qualifications, build independence skills, develop emotional resilience and 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. Please note that some work is outdoors. Applicants should be comfortable working in all weather conditions

Applicants should be aware that the post will only be offered to successful candidates subject to [Enhanced/Basic] DBS, as well as other employment clearances.

Groundwork South and North Tyneside believe that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults to keep them safe. We are committed to practice in a way that protects them.





GROUNDWORK
SOUTH & NORTH TYNESIDE

ROLE DETAILS



HOURS OF WORK: 35



**WORK LOCATION: ROUTE TO
WORK COLLEGE, JARROW**



**SALARY: £13.67-£14.21 PER
HOUR**



**REPORTING TO: SENIOR
LEADERSHIP TEAM, ROUTE 2
WORK COLLEGE**



GROUNDWORK
SOUTH & NORTH TYNESIDE

MAIN DUTIES & RESPONSIBILITIES

The key tasks of the LTSO 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 SLT.
 - Work with individuals and/or small groups on differentiated and scaffolding activities as instructed by the tutor.
- To provide support in order to help learners progress towards the development of life skills/PSHE, in 1:1 or small group situations under the guidance and direction of tutors and SLT.
 - Work alongside the Tutors/Teaching Team to deliver learning sessions as agreed with the Deputy Head.
- To be responsible for implementing the targets on the learners' Individual Learning Plan in liaison with tutors and Deputy Head. 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. 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 senior leadership team.
- 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 as directed.
- Regular filing of learner work/feedback/marked work into portfolio files.
- To contribute 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 compliance with the Trust's Health and Safety Policy and procedures
- To cover break/ lunch time duties as agreed and within contracted hours



GROUNDWORK
SOUTH & NORTH TYNESIDE

MAIN DUTIES & RESPONSIBILITIES

SAFEGUARD & 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 will be required for project delivery
- Supporting learners to complete physical tasks outside on farm and land projects.

ADMIN TASKS

- To use the Trust's current systems in order to log time, book holidays, complete training and anything further which falls into this realm of work.
- To regularly check and respond to any emails





GROUNDWORK
SOUTH & NORTH TYNESIDE

MAIN DUTIES & RESPONSIBILITIES

HEALTH & SAFETY

- To ensure compliance with the Trust's health and safety policies and procedures at all times, completing and implementing risk assessments and health and safety management for all projects and activities
- To advocate Health & Safety across the Trust staff team
- Actively review and check Health & Safety practices within own area of work
- Where applicable, you will be responsible for wearing the correct personal protection equipment as provided by your employer, and ensuring your own clothing is appropriate and fit for the task to be undertaken

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 duties in accordance with the company's Equal Opportunities Policy
- 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 areas of Information Security in particular the GDPR (General Data Protection Regulations 2018)
- To be aware of, and comply with all measures to support our environmental standard ISO 14001
- All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
- All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.
- Groundwork South and North Tyneside strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.





GROUNDWORK
SOUTH & NORTH TYNESIDE

PERSON SPECIFICATION

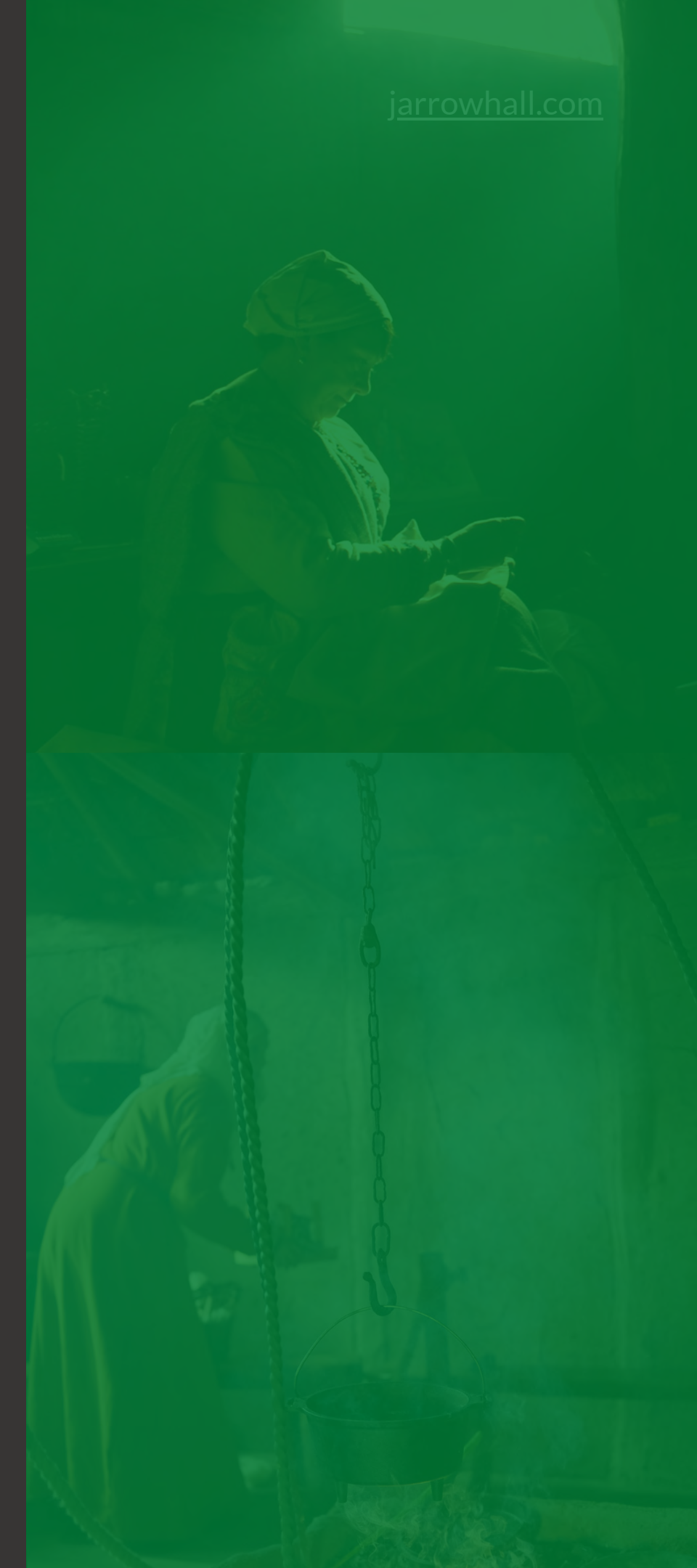
	ESSENTIAL	DESIRABLE
Education/ Training/Qualifications	<ul style="list-style-type: none">Minimum Level 2 (Grade C/Grade 4 or equivalent) in Maths and English.Level 2 qualification in Supporting Teaching and Learning in Schools (or equivalent) or willingness to work towards.	<ul style="list-style-type: none">Level 3 or 4 qualification in Supporting Teaching and Learning in Schools
Experience	<ul style="list-style-type: none">Experience of working in a education or care environment.Experience providing in-class support to learners.Experience of working with vulnerable adults or young peopleExperience supporting learners with learning difficulties and/or disabilities.	<ul style="list-style-type: none">Experience of sharing effective practice with others.Awareness and understanding of Ofsted requirements and inspection frameworks



GROUNDWORK
SOUTH & NORTH TYNESIDE

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Competencies	<ul style="list-style-type: none"> Basic ICT skills, including use of common digital systems and Microsoft Office applications • Ability to communicate clearly and respectfully, both verbally and in writing, with a range of audiences • Demonstrated ability to build and maintain effective working relationships with colleagues, stakeholders and service users • Ability to motivate and engage learners to support their development and progression • Ability to identify challenges and implement practical and creative solutions • Ability to work effectively and sensitively with families, carers, staff and external professionals • Proactive and innovative approach to supporting and improving procedures • Basic understanding of autism and special educational needs and disabilities (SEND) • Knowledge of relevant legislative frameworks, including safeguarding procedures 	<p>Strong report writing and record-keeping skills</p>

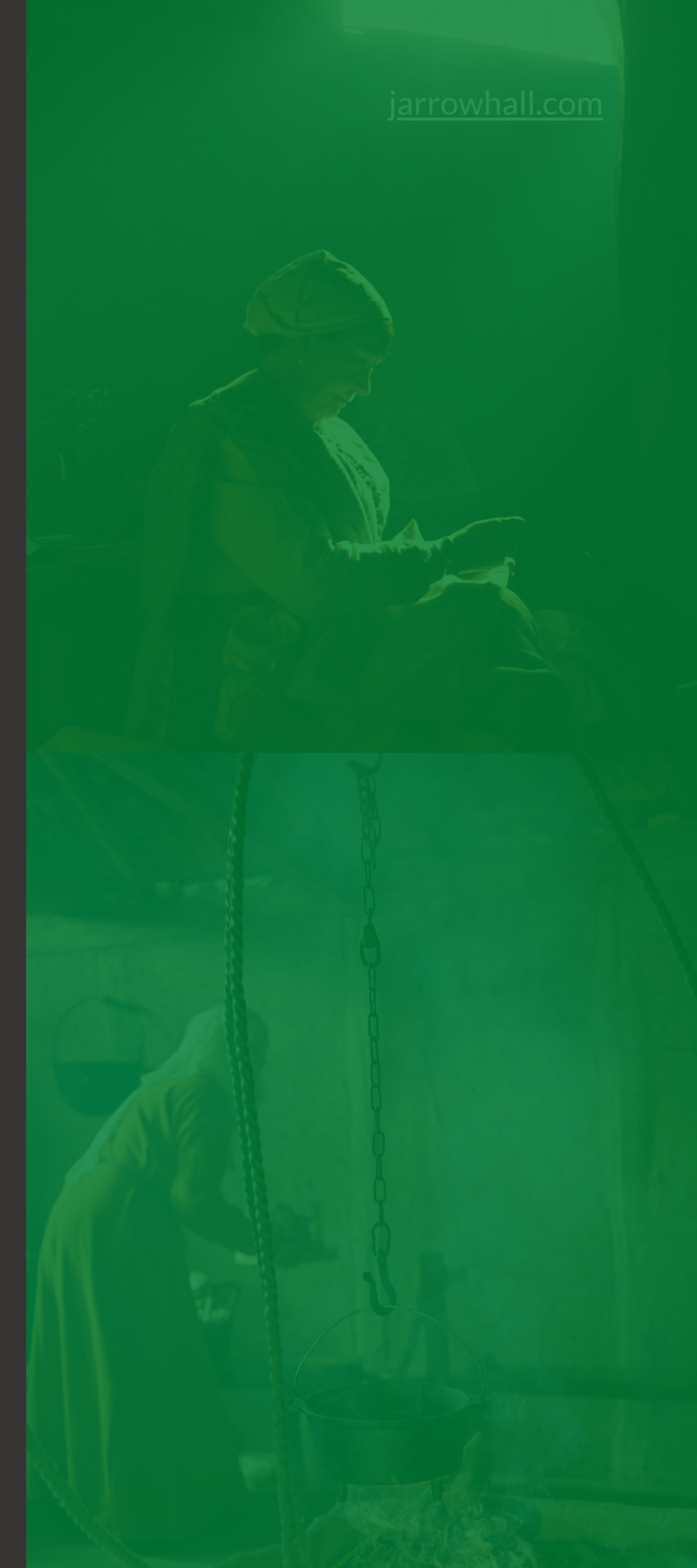




GROUNDWORK
SOUTH & NORTH TYNESIDE

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Values and Attitudes	<ul style="list-style-type: none">Demonstrates professionalism and respect in all forms of communicationAble to prioritise workload and adapt effectively to changing demandsMaintains composure and effectiveness in busy or high-pressure environmentsPromotes open, honest and constructive communicationCreates a welcoming, inclusive and supportive environment for othersWorks collaboratively and contributes positively to team culture.Treats colleagues, service users, and stakeholders with empathy, dignity, and respect.	
Additional Requirements	<ul style="list-style-type: none">This post is subject to a satisfactory Enhanced DBS checkCommitted to the ethos, values of Groundwork and its practices.Commitment to Health and Safety, Safeguarding and Prevent processes.	<ul style="list-style-type: none">A full driving licence





GROUNDWORK
SOUTH & NORTH TYNESIDE

OUR INTERVIEW PROCESS

Here at Groundwork South & North Tyneside we are committed to a fair and transparent recruitment process. We understand how daunting it can be applying for new roles, so we wish to share with you our interview process.

If you are successfully shortlisted and invited to interview, you'll be given ten minutes alone to review the interview questions and make notes. This is to help you feel prepared and give you the best opportunity to demonstrate your skills and experience.

We use experience-based questions to understand how you approach challenges- these will be based on the key responsibilities and requirements outlined in the job description. After the ten-minute preparation time, we will return to begin the interview, starting with introducing ourselves and explaining the structure of the interview. There will always be time at the end for you to ask any questions you may have.

The interview panel will include three team members. This ensures a range of perspectives in the decision-making process. Please note that we'll be taking notes throughout the interview—not because we're distracted, but to ensure we capture everything you share accurately.

Sometimes, as well as an interview we may ask you to prepare a presentation or complete a task. We always tell you about this in advance, and it will always be directly relevant to the role.





GROUNDWORK
SOUTH & NORTH TYNESIDE

WE ARE PROUD TO BE A GENEROUS EMPLOYER..

Our paid staff are eligible for the following benefits:

- ✓ 25 days' leave (FTE), increasing by one day per year of service up to a maximum 28 days (FTE), plus all bank holidays (pro rata)
- ✓ Enhanced Death in Service benefit
- ✓ Access to a Cycle to Work Scheme
- ✓ Access to Learning & Development Opportunities
- ✓ Free entry to Jarrow Hall for individual plus up to 3 people
- ✓ 10% Discount in Jarrow Hall Shop, West Boldon Lodge Shop & Groundwork Shop
- ✓ Free membership of the gym at Marsden Road Health & Wellbeing Centre
- ✓ Discounted event tickets across Groundwork sites – variable by event
- ✓ Facility to borrow company vehicles, for personal use only, with Operations Manager permission.
- ✓ Free Green Doctor home visit
- ✓ Enhanced Pension Scheme





GROUNDWORK SOUTH & NORTH TYNESIDE

Thank You for Believing in Better Places.

At Groundwork, we know that environmental change begins locally. Every park improved, every young person supported, every community project delivered starts with individuals who care enough to step forward.

By applying to work with us, you're showing that you believe in creating stronger, greener, and more resilient communities. We're grateful for the time, thought, and energy you've invested in your application.

Whether working directly with communities, supporting projects behind the scenes, or shaping strategy and partnerships, every role at Groundwork contributes to places where people and nature can thrive together.

Thank you for considering being part of our work.

Together, we change places. And lives.

CONTACT

Visit our website: www.Groundwork South and North Tyneside

Email: sant.recruitment@groundwork.org.uk

Telephone: (0191) 428 1144

Address: The Eco Centre, Windmill Way, Hebburn, Tyne & Wear, NE31 1SR

