

# Learning Support Assistant

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Service: Hedley's College  
Responsible To: Learning and Care Co-Ordinator  
Salary: Points 6-9

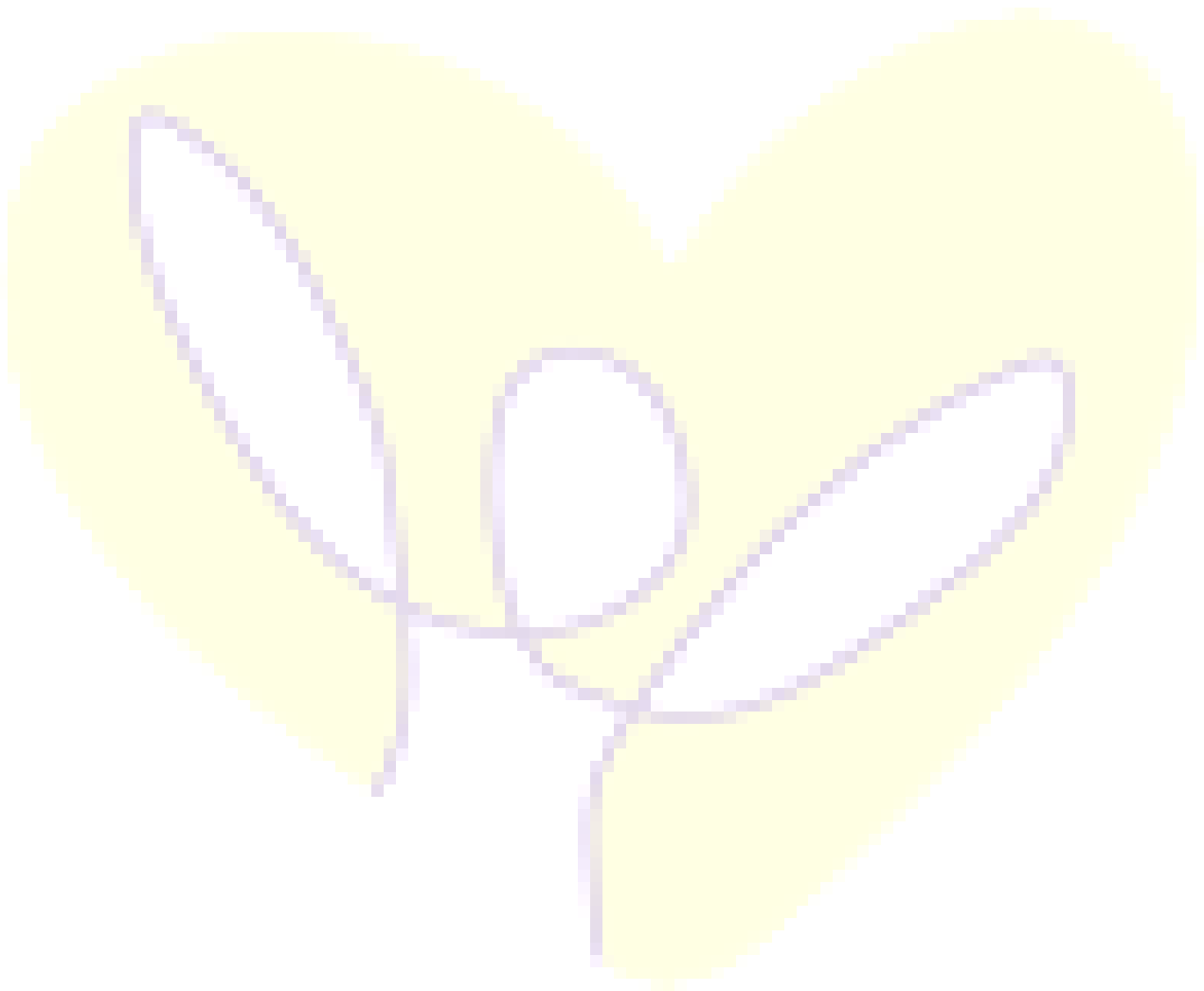
## Job Purpose

To work as part of a team as directed by the class tutor or therapist, in support of student's learning.

## Main Duties

- To actively participate in the planning and implementation of all aspects of the student's curriculum, including group work, structured/unstructured activities, and regular outings with the aim of maximize learning opportunities and social and independence skills wherever possible.
- To fully ensure the safety of all young people, including administering first aid and when necessary, accompanying a student to hospital. This includes taking preventative measures to ensure that the environment and resources in use are safe and appropriately organised to meet the needs of the group.
- To be actively involved in personal development such as on and off-site training, specifically when required to meet the needs of certain pupils, attending regular staff meetings and contribute to reports when necessary.
- To establish and maintain good relationships with the young people and their parents, this will involve making contact with home and where appropriate making home visits.
- To become familiar with all aspects of the Colleges routines, methods, equipment and polices to ensure a safe and stable routine for the young people. This includes making resources which fit the necessary requirement as specified by the team for use both at home and in College.
- To assist in areas outside of the classroom such as mealtime management and supervising break times.
- To assist in areas of personal hygiene appropriately.
- To collect and administer prescribed medication and carry out some clinical procedures, where necessary with appropriate training, as instructed by the school doctor or school nurse.
- To establish and maintain good working relationships with all professionals both within the teams and those visiting.
- To behave professionally and adhere to the rules of confidentiality at all times.

- To carry out any other duties reasonably requested by the Head teacher.



# Person Specification

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## Essential Criteria

### Skills and Knowledge

- Ability to empathise with the needs of disabled people.
- Good communication skills
- An awareness about health & safety/ safe working practices.
- Willing to implement the Safeguarding and equality and diversity agenda

### Qualifications and Training

- Willingness to undertake NVQ Level II and any in service training appropriate to the role.
- Good literacy & numeracy skills.

### Experience

- Experience of supporting disabled young people.
- Supporting young disabled people with associated challenging behaviour

### Personal Qualities

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- Flexible.
- Team Worker.
- Positive attitude and enthusiasm.
- Willingness to learn and be guided by more senior staff.
- Committed to providing high standards of service.

## Desirable Criteria

### Skills and Knowledge

- Working with people who have complex needs.
- Person centred approaches.
- Sensory approaches.

### Qualifications and Training

- Level 2 signing (BSL)
- NVQ II

### Experience

- 1 years' experience of working with disabled young people within an education setting.

# Organisational Standards

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The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

## Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

## Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

## Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

## Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

### Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

## About Us

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We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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