

Higher Level Learning Support Assistant

Service: Hedley's College

Responsible To: Learning and Care co-ordinator

Salary: Point 12 - 17

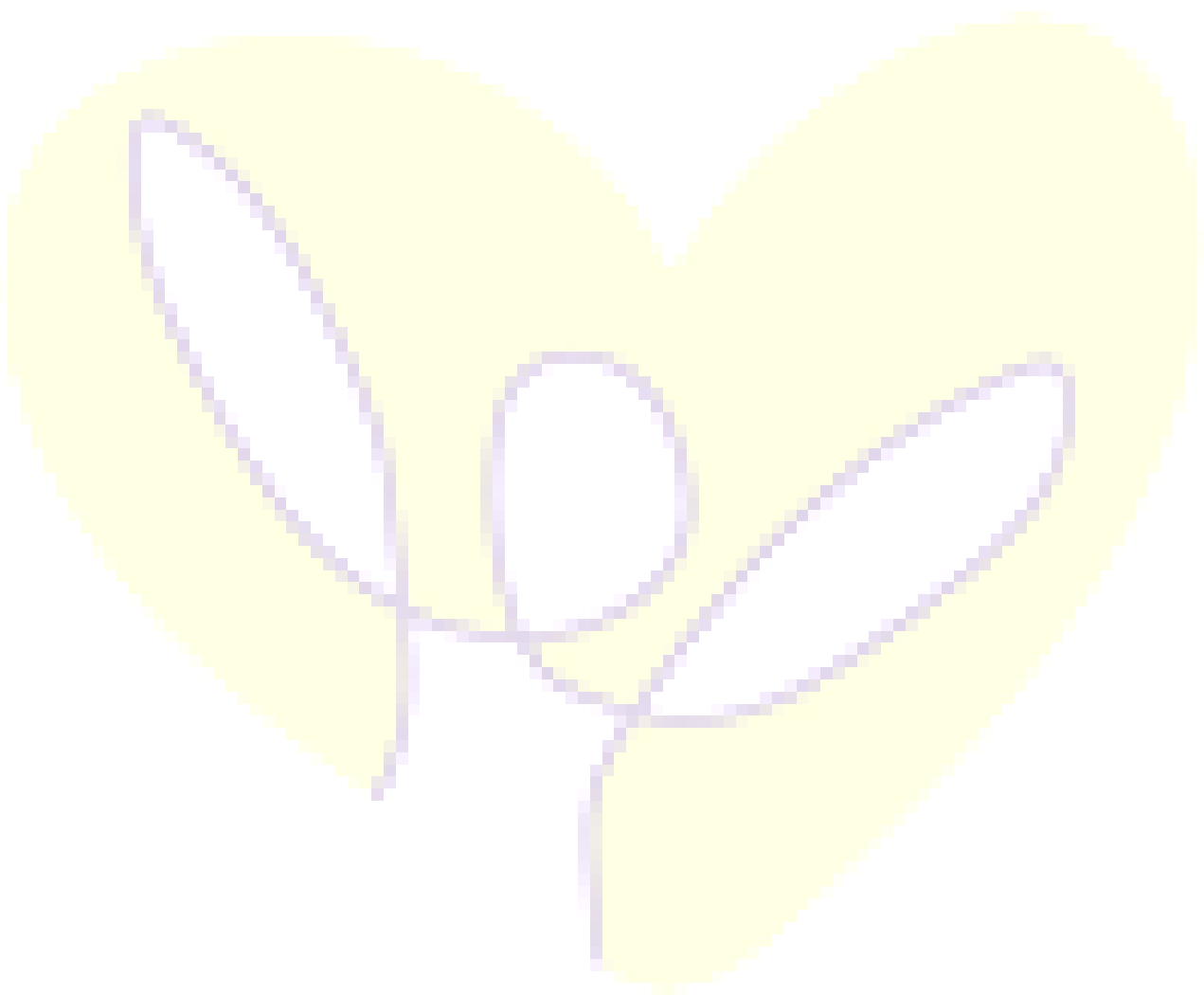
Job Purpose

To provide a high level of support to ensure young adults with learning disabilities can access their learning at Hedleys College. Covering some teaching sessions and providing cover in the absence of a Tutor.

Main Duties

- To model a high standard of learning support to staff ensuring high standards and outstanding practice/
- To support the running of the department by carrying out reasonable routines (e.g. cover etc.)
- To become familiar with all aspects of the college routines, methods, equipment and policies to ensure a safe and stable routine for the students. This includes making resources which fit the necessary requirement as specified by the team for use both at home and in college.
- To participate and collaborate in the planning and implementation of programmes and/or topic based approaches where required. This will include the regular planning and leading of sessions.
- To teach groups or individual learners on work planned with the tutor or therapists.
- To promote student's all-round development, maximising the learning opportunities wherever possible. This will involve a range of activities such as, structured/unstructured activities, interaction and organisation.
- To accompany on regular outings, taking part in the preparation for the outing and in the follow-up work.
- To help to develop social and life skills and take part in independence training where appropriate.
- To become familiar with college and therapy routines, methods, equipment etc., so that there is continuity of approach.
- To establish and maintain good relationships with learners and their families
- To fully ensure the safety of all learners, this includes taking preventative measures to ensure that the environment and resources in use are safe and appropriately organized to meet the needs of the group.
- 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 college nurse.
- To be involved in the mealtime management and supervising of learners at break times.

- To be actively involved in personal development such as on and off-site training, specifically when required to meet the needs of certain students, attending regular staff meetings and contribute to reports when necessary.
- To establish and maintain good working relationships with all professionals both within the teams and those visiting.
- To carry out any other duties reasonably requested



Person Specification

Essential Criteria

Skills and Knowledge

- Excellent understanding of strategies to support learners with a range of additional needs, including PMLD, autism, physical disabilities, sensory impairments and complex communication needs.
- Ability to adapt learning activities to meet individual learner needs under the direction of teaching staff.
- Knowledge of person-centred approaches and Preparing for Adulthood outcomes.
- Ability to use a range of communication methods, including AAC, symbols, visual supports and signing where appropriate.
- Good understanding of positive behaviour support and proactive behaviour management strategies.
- Ability to work independently, prioritise workload and use initiative.
- Ability to coach, mentor and model best practice to colleagues.
- Competent IT skills, including Microsoft Office and the use of education technology to support learning
- Ability to accurately maintain learner records and contribute to assessment and progress monitoring.

Qualifications and Training

- HLTA qualification or equivalent relevant qualification.
- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Willingness to undertake specialist training relevant to the role (e.g. moving and handling, medication, safeguarding, behaviour support, communication systems).

Experience

- Wide experience of supporting learners with a wide range of disabilities in education. (PMLD, Autism, Physical disabilities, HI, VI)
- Experience of supporting learners to achieve individual EHCP outcomes.
- Experience of working collaboratively within a multidisciplinary team.
- Experience of supporting learners in community and vocational settings.

Personal Qualities

- Flexible
- Team Worker
- Positive attitude and enthusiasm.
- Committed to providing high standards of service
- Excellent interpersonal skills.
- Calm and resilient under pressure.
- Professional role model.
- Reflective practitioner committed to continuous improvement.

- Able to work with discretion and maintain confidentiality.
- High expectations of learner achievement and independence.

Other Requirements

- Commitment to safeguarding and promoting the welfare of all young people attending Hedleys College
- Understanding of equality, diversity and inclusion.
- Willingness to work flexibly across college sites and community settings.
- Ability to undertake physical aspects of the role, including supporting mobility and personal care where required.
- Commitment to promoting learner independence, dignity and choice.

Desirable Criteria

Skills and Knowledge

- Knowledge of EHCPs and the statutory requirements for learners with SEND.
- Understanding of Preparing for Adulthood pathways, including employability, independent living, community inclusion and health.
- Experience of using communication systems such as PECS, Makaton, PODD or other AAC approaches.
- Knowledge of sensory regulation strategies and trauma-informed practice.
- Understanding of assistive technology and digital accessibility tools.
- Experience of supporting vocational learning, work experience or community-based learning.

Qualifications and Training

- Level 2 signing (BSL) or above
- NVQ II/III

Experience

- At least 3 years experience of working with adults with PMLD, HI or autism within an education setting.

Other Requirements

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

Organisational Standards

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

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.



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