



Internal & External
Job Opportunity
Learning Support Assistant - Visual Impairment (VI) Specialist

Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment. The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation. Successful candidates will be required, where appropriate, to undergo a Barred Disclosure and Barring service (DBS) Disclosure Check

The Role:

Shipley College is seeking to appoint an enthusiastic, committed and experienced Learning Support Assistant to work predominantly with a visually impaired learner in college. LSAs play a valuable role in the Learning Support Team and work one to one, or in small groups, with learners who need support in order for them to access and achieve their chosen course.

Situated in Saltaire, Shipley College is committed to high standards and offer a happy, caring environment where both staff and students are encouraged to do their best.

We are looking for someone who:

- Has an understanding of working with young people with additional needs specifically, visual impairment
- Has excellent literacy and numeracy skills
- Is calm, patient, caring individual with strong communication skills
- Is flexible
- Enjoys working with young people and is interested and committed to meeting their individual needs
- Is able to work as part of; and contribute effectively to; the team

We can offer you:

- A dedicated and experienced staff team
- An opportunity to make a difference
- A positive and caring working environment

HOW TO APPLY

You can download an application pack from our [College website \(www.shipley.ac.uk\)](http://www.shipley.ac.uk) or alternatively to request an application pack, please contact: Shipley College, Central Support on 01274 327395 or email jobs@shipley.ac.uk. Completed application forms should be returned to jobs@shipley.ac.uk or alternatively by post to Central Support, Shipley College, Salt Building, Victoria Road, Saltaire, BD18 3LQ.

INTERNAL APPLICANTS

[Please click here](#) to download an application pack. Completed application forms should be returned to Shipley College, Central Support, Salt Building, Victoria Road, Saltaire, BD18 3LQ or alternatively by email jobs@shipley.ac.uk.

CLOSING DATE: WEDNESDAY 22 MARCH, 12 NOON



JOB DESCRIPTION

JOB TITLE	Learning Support Assistant - VI Specialist
SCALE & SALARY RANGE	Scale 2, Points 9 – 11 (£16,302 to £17,101) Equates to Hourly rate of £8.44 to £8.86 (excluding holiday pay)
HOURS OF WORK	Variable Term Time Only (36 weeks) Guaranteed 30 hours a week until 21st July 2017 and then a minimum of 16.5 hours from September. To be discussed and agreed on individual basis.
RESPONSIBLE TO	Head of Learning Support
SPECIAL CONDITIONS	This post is subject to a successful probationary period of 6 months and a satisfactory Enhanced DBS clearance

The following information is furnished to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

OVERALL PURPOSE OF JOB

To help students achieve by providing additional support to those who have an identified support need.

DUTIES AND RESPONSIBILITIES

- To provide support to an individual students in classrooms, workshops and in the community, for example travel training, skills for independence and work placements, as well as on any residential trips.
- To meet the needs of individuals with a disability or learning difficulty as identified during the application and enrolment process or as deemed necessary by the Head of Learning Support. This will include personal care and basic health and hygiene matters
- To ensure identified students are assisted to access the curriculum and complete work as required by the class tutors
- To support the tutors in promoting the behaviour that is required in order to maintain a positive and productive learning environment
- To ensure the support provided is effective in meeting the needs of the learner and will lead to a successful outcome and progression
- To assist with student related administrative and clerical duties such as progress reports

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality and Diversity Policy and to the maintenance of a culture of continuous quality improvement and innovation
- To undertake Staff Development/CPD Training as required by the nature of this post and the range of duties described within this job description
- To use IT as designated appropriate to the nature of the role
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of your own safety and the effects of your own actions on colleagues, students and visitors
- Responsibility for safeguarding and promoting the welfare of young learners and adults the post-holder is responsible for or comes into contact with
- Support and promote the College's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the College's negative environmental impacts wherever possible
- To undertake such other duties commensurate with the grade of the post as may reasonably be required at your initial place of work or at other locations in the College catchment area

PERSON SPECIFICATION – Learning Support Assistant

Criteria	Essential	Desirable	How identified
Education, Training and Qualifications	<p>Willingness to undertake all relevant training</p> <p>Willingness to complete Level 2 Maths and English (<i>Must be started in the first year of employment and completed by the end of year 2</i>)</p>	<p>Level 2/3 Qualification in learning support or other relevant qualification</p> <p>Good level of general education beyond level 2</p> <p>Level 2 Maths and English (equivalent)</p>	A S/L
Experience and Knowledge	<p>Experience of having worked with young adults in a formal setting such as in youth work, School, College or training provider</p> <p>Experience of working with Visually Impaired young people</p> <p>Understanding of issues/barriers experienced by Visually Impaired young people.</p>	<p>Experience of working with young people with a learning disability/ disability in transition</p> <p>Understanding of working with young adults who have SEND</p> <p>Experience of having worked in industry, commerce or retail industries</p>	A I R S/L
Skills and Abilities	<p>Ability to use and understand assistive technology</p> <p>Ability to sight guide</p> <p>Reliable, energetic, professional, flexible, and capable of working both independently and as part of a team</p> <p>Excellent communication skills</p> <p>Manage expectations of all stakeholders and challenge as appropriate</p> <p>Ability to show empathy and understanding</p> <p>Keep accurate records and share appropriately</p> <p>Good ICT skills</p> <p>Be self motivated and use personal initiative within a structured framework</p> <p>Work well under pressure</p>		A I R S/L
Other	<p>Cope with the physical and mental demands of a demanding role</p> <p>Consider personal presentation and dress appropriately for the job role</p> <p>Willing to work to a flexible attendance pattern to include early morning and late afternoon and any residential trips</p> <p>Clear enhanced DBS</p>	<p>Full driving licence and vehicle</p>	A DBS I S/L

Job Description/Person Specification

Compiled by L Veall
 Compilation date March 17

Key

A – Assessment
 DBS - (enhanced DBS check, clear)
 I - Interview
 R - References
 S/L - short listing