



Required to start – Monday 16 April 2018

Learning Support Assistant (permanent, part time, term time only)

We are looking for a Learning Support Assistant (LSA) to join the College's Additional Learning Support Department. You will be expected to support students in a range of subjects at A Level or BTEC Level 3, as well as some students who are re-sitting their Maths or English GCSEs.

This is a permanent position, working 18 hours a week, 39 weeks' per year during term time only. Hours are to be worked on a Tuesday 8.30-17.20 and 8.30-17.00 on a Wednesday and Thursday (hours are negotiable).

Pay, pensions and safeguarding

The pro rata salary for this post is **£8,640 per annum** and includes **4.7 weeks of holiday pay**. This salary is based on point 26 within grade 5 of the support staff pay spine for which the current full time salary is **£21,133 per annum**.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are based on the length of your membership and your final salary. Your contribution would be between 5.5 of your gross salary and the College contribution would be 18.5% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

The Additional Learning Support Department

Fundamental to the ethos of the Additional Learning Support Department is a respect for the student as an emerging adult. We work with the student to empower him/her to put in place the strategies and skills needed for successful completion of courses chosen, as well as taking a full place in the life of the College. We are working towards building confidence and self-sufficiency, to enable students to achieve to the best of their ability and develop the skills they need for Higher Education and/or employment.

The successful applicant will join a team of Learning Support Assistants in the Additional Learning Support (ALS) department, which is managed by the Head of ALS and ESOL. You will work alongside teachers who are delivering additional support for specific learning difficulties and disabilities. The majority of this work will link directly to remediation of key learning needs of students such as: developing glossaries, essay writing skills, revision strategies and exam practice. The support may involve the use of assistive technologies. Diagnostic tests will be arranged by the Learning Support teachers in order to agree particular targets to meet student needs. In some cases, students will require emotional support both in and outside the classroom to help aid them with their learning. Time is also allocated for necessary administrative work such as photocopying and word-processing notes.

HOW TO APPLY

For details of how to submit your application, please visit our website
<https://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies>

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.
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The deadline for receipt of applications is **9am Tuesday 20 February 2018**

Interviews will take place on **Monday 5 March 2018**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

(January 2018)

JOB DESCRIPTION

POST TITLE:	Learning Support Assistant
RESPONSIBLE TO:	LSA Manager
GRADE 5	18 hours per week, 39 weeks per year

JOB PURPOSE

To provide support for students with SEN and/or disabilities across a broad range of GCSE, BTEC and A level subjects as directed. This post has a specific focus on supporting students with the numeracy/maths content of their courses.

SPECIFIC DUTIES

1. To provide numeracy and subject support to small groups as directed by the subject teacher or Study Support teacher.
2. To implement agreed work programmes with individuals/groups in or out of the classroom.
3. To promote independence and employ a range of strategies to recognise and support self-reliance and achievement.
4. To provide clear and accurate notes and transcripts for students with specific learning difficulties and/or disabilities as required, and to assist students to develop the skills necessary to become independent learners.
5. To promote positive values and attitudes and to model good learning behaviour.
6. To liaise with teachers and tutors, attend Subject Reviews and case conferences, as appropriate.
7. To provide exam support and invigilation for students with specific learning difficulties and/or disabilities during examinations.
8. To undertake administrative tasks (e.g. photocopying, typing, filing, compiling information for PLP's, preparation for Moving On Days, Open Evenings) and contribute to the running of the department by attending meetings and cooperating with departmental development initiatives.
9. To attend and contribute to departmental meetings and other staff meetings as requested by the LSA manager and/or head of Additional Learning Support.
10. To attend staff development activities to ensure the development of good practice and to promote effective and appropriate provision for students with a wide range of needs.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION**JOB TITLE:** Learning Support Assistant**DEPARTMENT:** Additional Learning Support**RESPONSIBLE TO:** LSA Manager

	Essential	Desirable	Method of assessment
Qualifications and Experience			
1. Educated to at least GCE Advanced level or equivalent and experience of working in a similar role for at least two years	✓		Certificates Application Reference
Skills			
2. Excellent literacy and numeracy skills	✓		Application Interview assessment
3. Good inter-personal skills and communication skills with an ability to establish an effective working relationship with staff and students.	✓		Application Interview
4. Experience working with young people in a supportive role.	✓		Application Interview Scenario
5. An ability to empathise with 16-19 years olds who have learning difficulties and/or disabilities	✓		Application Interview Scenario
6. An ability to be discreet, diplomatic and sensitive to students' needs	✓		Application Interview
7. The ability to contribute to and work effectively within a team environment and demonstrate good cooperative, interpersonal and listening skills.	✓		Application Interview
8. Good organisational skills	✓		Application Interview Assessment
9. An excellent level of computer skills incl the use of Microsoft Outlook and Microsoft Word and Excel	✓		Application Interview Assessment
Knowledge			
10. An understanding of the maths GCSE curriculum and specifications and assessment procedures	✓		Application Scenario
11. Knowledge of how to access support from internal and external support agencies	✓		Application Scenario
Other			
12. Ability to apply a positive attitude and approach to teaching and learning	✓		Application Interview
13. Ability to work proactively and independently and remain calm under pressure	✓		Application Interview
14. A willingness to be flexible about working patterns which change frequently in response to an individual student's needs and necessary timetable changes.	✓		Application Interview
15. A commitment to equal opportunities	✓		Application Interview
16. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	✓		Application Interview

17. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct, the Equality and Diversity Policy, the Safeguarding policy and the Race Equality policy.	✓		Application Interview
Desirable Criteria			
1. A Level in Maths		✓	Application
2. Previous experience within an educational establishment at secondary and/or post-16 level		✓	Application
3. Experience of use of other equipment technology to aid learning, including video, Dragon Dictate (Voice Activated Software) and hearing induction systems		✓	Application