



Learning Support Practitioner	
Reporting to:	Inclusive Learning and Development Lead
Working hours:	37.5 hours per week (1.0 FTE)
Salary:	£26,347 - £29,746 (scale point 21-25)
Position Code:	PC S3

Job Purpose

To provide a high quality, pro-active academic learning support service to learners who have additional needs.

To support students in class when required and take an active role in the wider aspects of Learning Support and Inclusion within the college, helping to remove barriers to learning with a high focus on High Needs learners.

To co-ordinate and deliver bespoke programmes to small groups of students with EHCPs.

To support students to develop a range of personal and social skills to further develop employability skills.

Duties and Responsibilities of the Job

a.	To support the delivery of intervention work as part of the learning support approach to personalisation of learning and support.
b.	To deliver bespoke personal development programmes to small groups of students with EHCPs.
c.	To contribute to the detailed tracking and monitoring of High Needs students' progress and achievement against their EHCP outcomes.
d.	To support the Line Manager with termly curriculum meetings to monitor the progress of EHCP students against their EHCP outcomes.
e.	To ensure good communication and liaison with Line Manager and curriculum staff relating to concerns/issues to enable students' achievement and progression and effective monitoring and where appropriate, action.
f.	To support students to access the welfare services and support student retention and achievement through effective specialist support/pastoral care.



g. To support on occasions Taster days, Parents Evenings and Open Evenings and other college events.
h. To participate in staff training sessions.
i. To be flexible to tasks and targets being amended in the light of changing needs of the College.
j. To focus support to ensure good attendance, punctuality and retention for students with SEND and to take appropriate action where these are impacted.
k. To liaise with course lecturers and administrative areas where appropriate, regarding absence notifications and reasons and any pastoral and/or health needs for students with SEND.
l. To co-ordinate student surveys and collate data on learning support provision.

Other responsibilities and duties

a. Comply with the College's Equality & Diversity and Safeguarding policies
b. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD
c. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Experience of working with young people with SEND on a one-to-one basis and within small groups.
b. Welfare, pastoral and/or safeguarding experience



c. Good interpersonal skills with the ability to develop and maintain positive working relationships with people
d. Excellent written and verbal communication and IT Skills
e. Minimum Level 2 in literacy and numeracy

Desirable criteria
a. Specialist knowledge in one of the areas of SEND.
b. Experience of working with students with SEND/health needs

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. There will be some evening and weekend working required to support department activities, and whole college events where there will be a requirement to attend.

This is a term time role which equates to 38 weeks per year. This is made up of 36 weeks of delivery to students and 2 weeks planning and development (normally the two weeks prior to term starting in September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.



Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.