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| **Student Support Worker** |

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| **Reporting To:** | Student Wellbeing and Safeguarding Manager |
| **Working Hours:** | Part time / Flexible / Bank / Temporary |
| **Salary:** | £18,004 - £20,283 per annum pro rata  Scale point (SCP 11 – 15)  Hourly rate : £9.23 - £10.40 per hour |

**Job Purpose**

* To provide high quality individualised support for learners to meet individual learning and mental health needs,
* To support the learners on a 1:1 basis both within the classroom, community or workshop environment under the direction of Student Wellbeing and Safeguarding Manager
* To give support to learners at the beginning and end of the day and during break and lunch time when necessary.
* To adopt an innovative and creative approach to support learners with SEND and/or medical needs to employ strategies to empower and promote independence and encourage aspirational attitudes to learning.

**Duties and Responsibilities of the Job**

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| 1. To provide holistic support service for learners with mental health needs for their social and emotional needs alongside their learning and progression needs on a 1:1 basis. |
| 1. To support the learner to access learning which will support retention and achievement through effective specialist support /pastoral care. |
| 1. Keep detailed tracking and monitoring of the progress and achievement against their EHCP outcomes. |
| 1. To work collaboratively with vocational teachers in drawing up individual programmes for these learners. |
| 1. To ensure good communication and liaison with curriculum staff relating to concerns/issues to enable learners’ achievement and progression and effective monitoring and where appropriate, action. |

**Other responsibilities and duties**

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| 1. Comply with the College’s Equality & Diversity and Safeguarding policies |
| 1. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD |
| 1. Adhere to the College Health and Safety Policy, ensuring that appropriate safety standards are maintained during practical activities |
| 1. 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**

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Ambitious and progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| 1. Previous experience of working with learners with physical and/or Mental Health needs as well as learning needs. |
| 1. Creative and innovative approach to supporting Learners who have barriers to their learning with an understanding of the barriers of an educational environment. |
| 1. Excellent communication skills and the ability to communicate in emotionally challenging situations. |
| 1. Excellent interpersonal skills and the ability to work as a team |
| 1. Excellent organisational and administrative skills, including IT skills. |
| 1. A strong commitment to the college approach to safeguarding. |
| **Desirable criteria** |
| 1. Relevant Level 2 qualification or willingness to work towards. |
| 1. Experience of working with Learners with SEND and/or Health needs in an educational setting. |
| 1. Knowledge of Educational Health Care Plans and meeting Learners outcomes. |
| 1. First aid qualification or willingness to attend First aid course. |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

The hours for this role will be flexible depending on the support required by students but generally a working day will be 8.30 am – 5.00 pm – with flexibly for the right candidate.

**Continuous Professional Development (CPD)**

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

**Benefits**

The candidate appointed to the post may, depending on eligibility criteria, become a member of the Local Government Pension 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. Access to Employee Assistance Programme, on-site gym and staff benefits.

**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.