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| **Post Title:** | Learning Support Worker | **Department:** | Education |
| **Hours per week:** |  |
| **Contract Type:** |  | **Weeks per year:** |  |
| **Salary:** |  |
| **Reports to:** |  |

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| 1. | **College Overview:** |
|  | Employ My Ability is an education provision that hosts hospitality, horticultural and retail facilities that help students with learning disabilities and Special Educational Needs & Disabilities (SEND) develop vital skills, expertise and confidence. We offer strong vocational qualifications alongside real, hands-on work experience which enables our students to leave us with a clear pathway into employment within the local community. |
| 2. | **Purpose of the Role:** |
|  | To enhance and support the vocational learning, training and qualification needs of students with a SEN or SEND on an individual and small group basis. |
| 3.  | **Key Duties:** |
|  | * To develop students’ personal and work skills in readiness for the workplace
* To provide support and guidance within a range of different vocational training areas
* To maintain positive relationships with tutors to establish successful vocational work training opportunities.
* Write up incident reports as required.
* Act as a role model within the variety of vocational training areas to enable students the best understanding of each job role
* Evidence targets linked to Employ My Ability’s assessment recording systems
* Support and guide students to achieve outcomes (long & short term) identified within EHC plan, PCR action plans.
* To support students achieving and evidencing targets on their Evidence for Learning page.
* Support and guide students to follow designed and planned IEP’s, Behaviour Management Strategies, SALT, Sensory Diet and Physiotherapy programmes and personal care.
* Liaise with tutors to assign students to the different roles that they may undertake throughout the day
* Provide academic and pastoral support to students in accordance with agreed procedures
* To support students with their internal and external work experience
* Create an outstanding student experience which leads to progression
* To demonstrate personal commitment to equality to ensure we develop a community which celebrates and values diversity
* Participate in the College’s appraisal process and to undertake any training that may be appropriate
* To promote and adhere to the Employ My Ability’s Health and Safety at Work policy and procedures, including the wearing of correct PPE.
* To fulfil requirements of Employ My Ability’s appraisal and support and development systems, supporting effective practice***The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.***  ***This may include providing personal care as defined by the definition of ‘regulated activity’ (adults) by the Safeguarding Vulnerable Groups Act 2006 (September 2012).***
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| 4.  | **Equality and Diversity:** |
|  | Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all. |
| 5. | **Safeguarding:** |
|  | Employ My Ability takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young people. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training. |
| 6. | **Health and Safety:** |
|  | Promote Employ My Ability’s Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department. |

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| **Employee Signature:** | **Date:** |
| **Line Manager Signature:** | **Date:** |