**Job Advert. – *To be completed for every vacancy***

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| **Job Ref. No.** | **1059GIL** | | | | | |
| **Initial Wording on Indeed & Our Website** | **"Join our growing team at EMA's Gillingham campus!**  EMA's Gillingham campus is a place where young people with SEND and PMLD are supported to develop skills, confidence, and independence across a range of subjects, and we're looking for new Learning Support Workers to join our amazing team who enable our students to achieve their goals.  We're offering **full-time** and **part-time** roles suited to the successful applicants.  Situated on the outskirts of Gillingham town, the campus is a vibrant location shared with our Adult Social Care provision. Preparation for adulthood, horticulture, and hospitality form integral parts of our students’ time at EMA, all working in tandem to support them towards finding their future.  We are looking for reliable and professional individuals who are committed to empowering young people to grow in confidence and achieve their full potential. In this role, you will support students across their educational settings, playing a key part in promoting their wellbeing and personal development. The supportive and enriching environment at EMA is shaped by our proactive, approachable, and forward-thinking team, and the LSWs are vital in enabling this ethos.  **If this opportunity interests you, please take a moment to review the full job description and person specification and complete the application form. We look forward to hearing from you."** | | | | | |
| **Job Role:** | **Learning Support Worker** | | | | | |
| **Department:** | **Education** | | | | | |
| **Location:** | **Gillingham, Dorset** | | | | | |
| **Reports to:** | **Deputy Head of Education** | | | | | |
| **Remuneration & Rewards Package,** *include sleep-in rates, bonuses, etc.* | * £22,173.36/annum, TERM TIME ONLY (£25,396.80 FTE), - pro rata for Part-Time   32 days annual holiday (inclusive of Bank Holidays) – pro-rata for part-time staff   * Subsidised Private Healthcare (AXA) –(Permanent Staff) * Free Parking * Staff Discount | | | | | |
| **Working Days/Hours:** | **Mon – Fri, 0845-1645, 40 hours/wk., Term Time Only** | | | | | |
| **Type of Contract:** | Full Time | a | Part Time | a | Zero Hours |  |
| Salaried | a | Hourly Paid |  | TTO-Term Time Only | a |
| **Notice Period:** *after probation period* | **Three Months** | | | | | |

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| **Main purpose of job role:** | To enhance and support the learning, support and care needs of students with a SEN or SEND on an individual and small group basis. |
| **Key tasks:** | * To develop students’ personal and curriculum skills in readiness for the community and adult life * To provide support and guidance within a range of different curriculum areas * To maintain positive relationships with tutors to establish successful curriculum opportunities * Act as a role model within the variety of curriculum areas to enable students to fully participate * Set 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 updating targets. * 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 * To fulfil requirements of Employ My Ability’s appraisal and support and development systems, supporting effective practice |
| **Other duties/responsibilities:** | 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. |
| **Safeguarding:** | Employ My Ability is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.  Applicants will be required to undergo child protections/adult safeguarding screening appropriate to the post, including checks with past employers, and an enhanced DBS check.  It is a criminal offence for those who are barred from working in a regulated activity to apply for this role. |
| **Equality & Diversity:** | Employ My Ability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.  Employ My Ability is a Disability Confident  employer. |
| This role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.  All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. | |
| **Closing Date:** | Applications will be processed as they arrive, so early submission is recommended. |
| **Interview Date(s):** | TBA |