

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST:	Support Worker
RESPONSIBLE TO:	Inclusive Learning Services Manager
RESPONSIBLE FOR:	Providing effective and responsive support for students so they can achieve their potential

Main purpose of post:

To work in partnership with teaching staff to deliver high quality and responsive learning and behaviour support for students in a range of learning environments

Responsibilities:

- 1 To work flexibly and responsively to provide holistic and person centred support that enables students to develop skills for learning, life and work whilst also developing the skills they need to manage their feelings and emotions
- 2 To work with vocational and Maths and English teaching staff to implement Individual Support Plans, Behaviour Plans and Inclusive Risk Assessments and to advise on positive behaviour management
- 3 To provide feedback that facilitates the effective evaluation of students, progress, learning and achievement and contributes to individual student target-setting and reviews, including reviews and updating of IBPs
- 4 To assist with the collection and maintenance of student records including the monitoring of incidents of challenging behaviour
- 5 To represent the service and support the recruitment and selection process for students with identified ESBD
- 6 To contribute to the initial assessment of students and the development of individual support and behaviour plans
- 7 To ensure students are safeguarded and their best interests are at the centre of everything we do
- 8 To undertake administration duties in relation to the role in an accurate and timely manner
- 9 To take personal responsibility for continual professional development including attending in-house and external training, attending team meetings and contributing to supervision/appraisal
- 10 To provide advice and guidance to teaching staff in regards to individual student needs and promote positive behaviour management and person centred practice across the college
- 11 To proactively implement the College's policies and procedures

12 To undertake any other relevant duties as may be requested by the Principal

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date: July 2016	Signature:
Issue No: 1	Ref: Jobdesc/Behaviour Support Worker

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PERSONNEL SPECIFICATION

POST: SUPPORT WORKER – INCLUSIVE LEARNING SERVICE

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of working with disengaged / disaffected young people/students with EHCPs	<ul style="list-style-type: none"> • Experience of working with parents and external support agencies • Experience of assisting students with learning difficulties and disabilities • Experience of Positive Behaviour Management 	Application form & Interview
EDUCATION & TRAINING	5 GCSE's grade A*-C grade (including English language & Maths)	<ul style="list-style-type: none"> • First aid qualification • Positive Behaviour Management qualification e.g. Team Teach • Appropriate training and/or a willingness to undertake training in supporting the needs of disengaged/disadvantaged students who may have emotional and behavioural problems 	Application form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Ability to manage challenging behaviour • Excellent communication skills • Ability to prioritise tasks • Ability to work on own initiative and as part of a team • Ability to show empathy for and have an understanding of the needs of this particular student cohort • Good understanding of safeguarding 	<ul style="list-style-type: none"> • Conversant with IT applications • Experience of working as a Behaviour Support worker in a school, specialist or college setting • Familiar with the principles of Person Centred Planning • Committed to inclusive practice • Thorough knowledge of safeguarding 	Application Form & Interview
ADDITIONAL FACTORS	<ul style="list-style-type: none"> • Non-confrontational approach • Ability to use discretion • Professional and caring manner • Enthusiastic nature • Flexibility to work across all College sites • Commitment to customer care <p>The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.</p>		Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.