

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

POST: Support Worker

RESPONSIBLE TO: Head of Student Experience

RESPONSIBLE FOR:

#### **Main purpose of post:**

To work in partnership with teaching staff to deliver high quality and responsive learning 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.
2. To work with vocational and Maths and English teaching staff to implement Individual Support Plans, Behaviour Plans and Inclusive Risk Assessments.
3. To provide feedback that facilitates the effective evaluation of students, progress, learning and achievement and contribute to individual student target-setting and reviews.
4. To assist with the collection and maintenance of student records.
5. To represent the service and support the recruitment and selection process.
6. To contribute to the initial assessment of students and the development of individual support 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 inclusive 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 Criminal Records Bureau 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](http://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.**

<b>Date:</b>	<b>Signature:</b>
<b>Issue No: 1</b>	<b>Ref: Jobdesc/Support Worker</b>

**LEEDS COLLEGE OF BUILDING**

**PERSONNEL SPECIFICATION**

**POST: SUPPORT WORKER**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>RELEVANT EXPERIENCE</b>	Experience of working in a support role with young people and/or adults in an educational environment. Experience of assisting students with learning difficulties and disabilities		Application form and interview
<b>EDUCATION &amp; TRAINING</b>	Level 2 English Language Qualification	Appropriate training in supporting the needs of students with disabilities and or difficulties. Conversant with IT applications	Application form and qualification certificates
<b>SPECIALIST KNOWLEDGE AND SKILLS</b>	Ability to use intervention techniques for emotional and behavioural profiles 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 age group.	Note taking	Application form and interview.
<b>ADDITIONAL FACTORS</b>	Flexibility to work across all College sites Commitment to customer care Non confrontational approach Ability to use discretion. Professional and caring manner Enthusiastic nature  <b>The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to</b>		Application form and interview

	<b>the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.</b>		
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*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.*