



Job Description

Job Title: Learning Support Worker

Vacancy Reference Number: LSW25

Salary: £13.15 per hour

Hours: 35 per week

Contract Type: Negotiable

Responsible to: Student Support Manager

Job Location: The main place of work is Greenbank College, Greenbank Lane, Liverpool L17 1AG. All employees are required to be flexible in their approach and would be expected to work at other sites as and when required.

Closing date: ongoing

Interview Date: TBC

Job Purpose:

The post holder is responsible for supporting students during education/vocational learning sessions and work placements and for providing on course assistance/support to tutors during sessions.

Main Duties and Responsibilities:

- Support students during learning sessions/activities and work together with tutors in the delivery of learning opportunities.
- Undertake break and lunchtime supervision as required.
- To develop a flexible working practice to achieve students identified and agreed learning objectives.
- Liaise with relevant staff across the organisation and relevant external agencies contributing to the student's individual action plan and agreed learning/work goals.
- Take an active role in the student review process supporting the student, tutor and student's representative in contributing to the learning process.

- Responsible for undertaking job task analysis whilst supporting students on work placement and work with students to ensure they can proficiently undertake each element of the job.
- Undertake administrative duties, maintain records, monitor and review work in compliance with Greenbank's quality standards.
- Report any issues relating to student progress or additional support requirements to the Line Manager.
- Required to work as part of a team, sharing resource development and promoting good practice; attend team and staff meetings as required.
- Required to undergo training recommended by the line manager. To comply with all Greenbank's policies and procedures and quality assurance measures.
- Required to carry out other duties as assigned by Greenbank's senior management team.

This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisations objectives, as determined by the line manager with the ongoing development of the organisation.

Person Specification

Job title: Learning Support Worker

The main duties, qualities, skills, qualification and experience required.

Essential	Evidence
You must have an appropriate Level 2 in learning or employment support work and/or proven work or voluntary experience in supporting students during education and/or vocational training sessions.	A/O/I/R
You must have level 2 qualifications in English and Maths or be willing to work towards them.	A/O/I/R
Experience of working as part of a team dealing with students with differing ability levels/support needs.	A/O/I/R
Excellent understanding of barriers to accessing learning and employment.	A/O/I/R
Proven communication skills at all levels and the ability to liaise with internal departments and external agencies.	A/O/I/R
The ability to work on your own initiative within the various departmental teams.	A/O/I/R
Good organisational and administrative skills including basic word processing skills.	A/O/I/R
Positive attitude towards equal opportunities and able to demonstrate commitment to the development of all students.	A/O/I/R
Must be willing to travel between sites across Merseyside.	A
Commitment to the promotion of safe learning and safeguarding practice.	A/O/I/R
Desirable	Evidence
Experience of working with young people, looked after children, youth offenders.	A/I/O
Experience of delivery in a one-to-one and small group setting.	A/I/O
Experience of supporting people with personal care needs.	A/O/I/R

Candidate's suitability will be measured by assessment in the following ways:

A - Application: I – Interview: R – References: P – Presentation: T – Test

Additional vacancy details:

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, gender, gender reassignment, disability, religion/belief, sexual orientation or age. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and adhering to the requirements of the Equality Act 2010.

Applicants should note that the successful candidate will be asked to apply to the Disclosure and Barring Service.

Further information about the Disclosure Scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Greenbank College is fully committed to safeguarding and promoting the welfare of children in accordance with the statutory guidance from the Department of Education regarding keeping children safe in education.

To complete and submit your application form, please visit our website www.greenbank.org.uk and select "Job Vacancies" from the drop-down menu and click on "Learning Support Worker".