# Job description



## Job title

Learning Support Worker

## Hours

27.5 hours (part time)

## Contract

Permanent - Term Time – 37 weeks per year worked

## Role profile and grade

## Salary

Full time equivalent £23,412 rising to £25,531 (based on 37.5 hours per week over 52 weeks per year)

## Location

Employed by Bolton Learner Support Talent Solutions (BLSTS) which is a subsidiary of the University of Bolton, however the position is based at Bolton College working with Bolton College students.

## Reports to

Team Leader or delegated deputy

## Type of DBS required Enhanced, Child & Adult Workforce & checked through both the Child & Adult Barred Lists (we will apply for this on your behalf)

## Job purpose

To support students in all aspects of their College programmes.

### Nature of the Post

Provide support to students in tutor designated activities, in the teaching environment, on an individual or group basis, with guidance from the lecturing staff and as directed by the Team Leader / Senior LSW.

Safeguarding vulnerable children and adults is a priority for all employees.

### Key responsibilities

* Contribute to, and maintain, detailed and accurate student records
* To work to specific student guidelines as set out in individual Risk Assessments undertaken by BLSTS
* To ensure that individual support needs are met as directed by EHCP and Access Arrangements
* Collaborate with support departments to assist in the physical adaptation or production of resources such as enlarging photocopies, transcribing taped notes etc as directed by the Team Leader / Senior LSW.
* Focus students on the instructions and meaning of the learning activity ensuring the student understands the task in hand
* Promote confidence, motivate and provide guidance and encouragement to the student in whatever activities s/he is undertaking
* To encourage the student to integrate into the learning group
* Act as a second authoritative figure in the classroom at appropriate times
* Ensure students are up to date with their work and liaise with the tutors to identify gaps and assist in getting the student to meet targets
* To support the integration of students into college activities
* To supervise the students during breaks and mealtimes when appropriate
* To undertake training and continual updating for specific student needs as identified in individual Risk Assessments (such as first aid and administration of medications, behaviour management training and any other specialised training) prior to working with individual students. Training will be provided by BLSTS.
* To provide personal and/or intimate care as required.
* To provide First Aid Support as outlined in individual Risk Assessments undertaken by BLSTS.
* To administer medications as outlined in individual Risk Assessments undertaken by BLSTS in line with their policies and procedures– as agreed by the next of kin of individual students.
* To provide specific behavioural management support as outlined in individual Risk Assessment undertaken by BLSTS.
* To support student resources/ information seeking related to studies.
* Accompany students on external visits, supporting the student when required.
* Work in partnership with vocational, subject specific and specialist support tutors under the direction of the Team Leader / Senior LSW.
* Assist in the continuous learning support assessment process as directed.
* To ensure students move safely between locations when under their care.
* To undertake in-house staff development and training as discussed with the Team Leader.
* Co-operate and liaise with colleagues in the Sector and across the College.
* Participate in the consultative framework of the Sector and the College.
* Comply with Health and Safety Regulations.
* Be aware of the College Statement on Health and Safety and take full responsibility for ensuring Health and Safely of students under their supervision and control.
* Be fully aware and comply with the College policy on Equality and Diversity.

# Other responsibilities

* Actively engage with the Professional Standards for LSW’s.
* Commit to promoting equality, diversity and inclusion.