

JOB DESCRIPTION

POSITION TITLE: 1-1 Student Support (SEN)

LOCATION: Devon or Cornwall

FUNCTION: ROC College

To deliver personalised learner support to students between the ages of 16 and 25 with learning disabilities within ROC College. The role will be to work with students with more complex needs that will require a high percentage of working alone on a 1:1 ratio. Some students may require a learner support ratio of 2:1. There may also be occasion when you are delivering to small groups.

ACCOUNTABLE TO: Education Manager

ACCOUNTABLE FOR: Support individuals within ROC College

HOURS: 37.5 hours (term time only)

SALARY: £10.29 per hour

KEY RESPONSIBILITIES:

1. To develop and deliver personalised services to students with Special Educational and complex needs between the ages of 16 – 25 funded by the Education Funding Agency. To enable service students to lead an independent lifestyle as is compatible with their needs and in accordance with their aspirations.
2. Using Person Centred Planning, develop and maintain support based on the identified needs and individual aspirations of the students. To ensure people make use of opportunities in the community for a meaningful and independent life to maximise their full potential. To work to ensure compliance with Ofsted requirements.
3. To work towards all service objectives as guided by the Head Teacher and Team Manager.
4. To have active involvement in devising and assessing potential areas of risk. To be familiar with students risk assessments and to communicate any changes that need to be considered.
5. To adopt a consistent approach to the management of behaviours that challenge ensuring that de-escalation techniques are adopted as agreed within the PIP. To have sound knowledge of the students 'Guide to a Good Day' and participate in the review of these documents as part of team meetings.
6. When teaching sessions within student's homes - to support individuals on matters relating to finance, good housekeeping, health, neighbours, safety, security and daily

work and leisure activities and ensure that this is done in a way that respects dignity, privacy and choice.

7. To respond flexibly to emergencies; this may involve arranging appropriate assistance or attending to problems out of hours.
8. To attend inset days for training and CPD opportunities as directed by the Head Teacher.
9. Implement and have awareness of effective approaches to diffuse and de-escalate aggressive behaviour and to participate in team de-briefing as appropriate.
10. To consider innovative learning experiences, and appropriate facilities within the community.
11. Attend team meetings to ensure participation in forward planning and continuity of Services Quality Standards.
12. Attend supervision regularly. To attend group supervision in line with expectations for each student you work with.
13. All learner support staff will be expected to report to their base between 9am-4.30pm and disseminate to shifts from there unless guided to by management.
14. To comply with United Responses policies and procedures. To ensure that you are familiar and working within United Responses policies and procedures. To ensure that you have understood the United Responses equal opportunities policy and to ensure that duties are carried out within the policy and best practice.
15. To participate in a bespoke training programme to confidently manage behaviours that challenge and to recognise precipitating factors that can contribute to escalating behaviours. This will ensure that a member of the team is able to respond to working across United Responses services as required.
16. To support individuals with personal care needs and participate in training programmes relating to specific health needs/conditions.
17. To work to achieve the education and personal and social development targets outlined in the students I.L.P. to communicate progress and achievements to managers.
18. To complete lesson plans for the lessons you are responsible for delivering. Preparation time at Aspects/Exeter will be available at the end of your shift each day.
19. To complete and produce any Quality Assurance documentation requested by the management. This will be required to be completed at the end of each teaching day at Aspects or another United Response office. This work is essential and will form part of your weekly contract.

20. To embed Maths and English within your teaching sessions.
21. To report any incident through a written report within 24 hours of the incident occurring. To make a manager on duty aware of any such incidents as soon as de-escalation has taken place.
22. You will be expected and contracted to teach for 38 weeks of each academic year. Teaching times may vary within the day but will include 1 hour at the end of the day where Quality Assurance expectations will be completed. In addition you will be expected to attend 10 days of inset training for CPD and training. All annual leave will be taken in non- term times and the weeks of annual leave will be allocated by the Head of College prior to the academic year commencing. You will be contracted for 46.6 weeks per year.
23. To safeguard learners in all aspects of your work.
24. To provide a high level of engagement, care and support throughout all teaching sessions in the home, community or in day opportunities.
25. To be motivated and have high expectations of students.
26. To engage and promote the importance of ‘learner voice’ and to communicate and advocate for students as required.
27. To carry out any other reasonable duties as directed by the responsible Head Teacher or Team Manager.

Person Specification

Criteria	ESSENTIAL	Y/N	DESIRABLE	Y/N	Method of assessment
Qualifications	Commitment to continuous Professional development GCSE in English and Math’s or equivalent	Y	Further education in subjects relevant to the requirements of the post. Proficient in MS Office and relevant applications Assessor Training PTTLS	Y	Application form/certificates
Training	First Aid Health & Safety Safeguarding The management of behaviours that challenge	N	Autism Epilepsy Administering Meds MCA and DoLS Further training relevant to the requirements of the post	Y	Application form/ certificates
Work Experience	Experience of supporting/enabling others in a teaching and	N	Experience of supporting/enabling students with a learning disability according to individual needs	Y	Application form/interview / references

	<p>learning environment</p> <p>Working as part of a team</p> <p>Confident to work un-supervised</p> <p>Experience of working with people with behavioural or health complex needs.</p> <p>Experience in working towards ILP targets</p>		<p>Previous experience of person centred planning</p> <p>Experience of working with a variety of Total Communication approaches</p> <p>Experience of working with people who have an acquired brain injury</p> <p>Experience of supporting students to complete Duke of Edinburgh Awards</p>		
<p>Skills/Knowledge/Abilities:</p> <p>Communication & relationships</p> <p>Decision making & initiative</p> <p>Planning</p> <p>Support skills</p>	<p>Effective interpersonal/communication skills verbal and written</p> <p>Ability to adapt approach to meet the needs of the recipient.</p> <p>Ability to communicate with students, employees at all levels and external agencies as required regarding routine matters.</p> <p>Ability to work effectively as part of a team and under supervision</p> <p>Ability to organise daily activities/routines and undertake work safely on own initiative</p> <p>Ability to undertake lone working</p> <p>Ability to access agreed procedures and guidelines to inform decisions</p> <p>Ability to assist with the planning of daily activities and lessons</p> <p>Ability to monitor service user progression towards qualification goals.</p> <p>Ability to work effectively with students on a daily routine basis including assisting with personal care and using simple equipment as required</p>	N	<p>Has effectively communicated with students with a learning disability</p> <p>Experience of building effective relationships internally and externally to an organisation</p> <p>Ability to produce coherent and accurate written reports</p> <p>Creative approaches to problem solving</p> <p>Experience of lone working with low/medium risk students</p> <p>Experience of maintaining health and safety standards undertaking basic risk assessments</p> <p>Awareness of statutory/regulatory/legal requirements</p> <p>Awareness of relevant legislation e.g Mental Capacity Act and Valuing People</p> <p>Awareness of confidentiality, Data Protection, GDPR</p> <p>Knowledge of health conditions eg epilepsy, autism</p> <p>Safeguarding knowledge</p>	Y	<p>Application form/interview / references</p>

<p>Financial responsibility</p>	<p>Ability to support/enable students in accordance with individual needs</p>				
<p>Supervisory/influence</p>	<p>Ability to work independently with students who have a range of challenging behaviours and health needs.</p>				
<p>Responsibility</p>	<p>Ability to provide limited assistance to service users as required eg with shopping tasks including risk assessment processes.</p>				
	<p>Ability to supervise more junior staff on occasions as directed by the line manager</p>				
	<p>Support and enable students in accordance with their needs and person centered plan.</p>				