

Learning Support Assistant Apprentice

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. Priority 1 criteria are essential on appointment. Priority 2 criteria may be acquired after appointment. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualifications/Experience

1. Experience of working within a team (1)
2. Experience of working, caring or voluntary work with people who have disabilities (1)
3. Experience of working in an education environment (2)
4. Working towards Level 2 in English, maths and ICT (1)

Ability, Skills and Knowledge

5. Able to demonstrate a commitment to the safeguarding of children and vulnerable adults (1)
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7. Able to maintain accurate legible and up to date records of individual student achievements, using a variety of formats including ICT (1)
8. Able to contribute to the planning and implementation of sessions by providing feedback on previous sessions, initiating own suggestions, creating resources, interpreting and putting into practice session plans, guidelines and procedures (1)
9. Able to communicate (receive and transmit) with students and staff using a variety of media, spoken, sign, written, gestural and intuitive (1)
10. Able to take responsibility for individual and small groups of students, who may communicate using challenging behaviour, at college and out in the community, which will involve physically supporting students as they walk, pushing students in wheelchairs, personal and intimate care and coping with emergencies (1)

11. Able to recognise the students as adults and individuals in their own right and to reflect this during all interactions with the students and choice of activities (1)
12. Able to promote and adhere to the Council's Equality and Diversity Policy, Safeguarding of Children and Vulnerable Adults Policies and Health and Safety Policies (1)
13. Demonstrable practical skills or previous work experience in any of the following areas: (2) Horticulture, Catering and E-Learning

Learning Support Assistants

Further Information

Orchard Hill College operates out of sites at Carshalton, Camberwell, New Malden, Wandsworth and Uxbridge. We provide a non-residential stimulating learning environment for students with special needs. We treat our students with the dignity and respect they deserve and provide them with more opportunities than ever before to be part of the local community.

You may be required to work at any centre as necessary.

Orchard Hill College and Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Salary

£150 a week. Salary is paid by Direct Bank Transfer on the 29th day of the month.
£500 bonus on completion of the Apprenticeship

Hours of Work

The hours of duty are 36 hours per week, Term Time Only, plus INSET and Training days from 8.45 a.m. – 4.30 p.m. Monday to Thursday and 8.45 a.m – 4.15 p.m on Friday.

Annual Leave

Annual leave entitlement is based on 24 days per year plus bank holidays. The College closes at Christmas and closure days will be deducted from the annual leave entitlement. As this role is term time only you are not able to take leave other than during school holidays. For this reason the holiday entitlement is paid proportionately throughout the year as part of your salary.

Pension

Please note you will be contractually enrolled into Local Government Pension Scheme. For further information on the scheme please refer to <https://www.lgpsmember.org>.

Probation

You will be on probation for six months.

Equal Opportunities

The post holder must at all times carry out her/his job responsibilities with due regard to the College's Equality and Diversity Policy.

Smokefree Policy

Employees will not be permitted to smoke during working hours.

Medical Report

Appointment is subject to a satisfactory medical report.

Rehabilitation Act

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Disclosure and Barring Service Clearance

Appointment is subject to a satisfactory Disclosure and Barring Service check.

Eligibility to Work in the United Kingdom and Pre-Employment

Successful candidates will be given an appointment to meet with a member of the Human Resources department to produce documents proving their identity and demonstrating their eligibility to work in the United Kingdom. These documents will also be used in processing the check with the Disclosure and Barring Service.