

***JOB DESCRIPTION***

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| **Job Title** | **Hub Learning Support Assistant** |
| **Salary** | Age 18-20: £13,828 Pro-rata pa / £18,437 FTE  Age 21+: £15,476 Pro-rata pa / £20,634 FTE |
| **Annual leave** | Annual leave entitlement is 5 weeks per year, on a pro-rata basis including bank holidays. All leave to be taken during school holidays.  Holidays increase after two years’ service to a maximum of six weeks after six years’ service. The holiday year runs from 1st April to 31st March each year.  Free access to YMCA Sport Centre. |
| **Hours and Location of work** | Based at YMCA Sovereign Centre, Slipshatch Road, Reigate. RH2 8HA.  32.5 hours per week – Term-time only (39 weeks)  Monday to Friday 8.30am-3.30pm (including 30m unpaid break) |
| **Responsible to** | Learning Hub Leader, Learning Hub Senior Coordinator and Managers |
| **Responsible for** | N/A |
| **Job Purpose** | To assist the Hub Disability Leader in delivering high quality care, stimulating and engaging learning opportunities to Learners attending our Alternative Provision.  They will inspire our learners by supporting them to achieve their learning outcomes which contribute to personal and social development.  They will also be expected to assist in identifying areas of development and recording evidence for learning progression with recognition of outcomes achieved. |
| **Background to role** | We are an approved Surrey Alternative Provider for educational placements supporting Children and young people aged 16-25 with a disability and complex learning needs.  Our inclusive learning Hub provides a stimulating and varied timetable where our Learners thrive in a small group setting. We design individual outcomes-based support plans which can include; Asdan course modules, life skills activities, such as wellbeing, training, transition planning, community visits and gardening. |
| **Main Responsibilities** | * To participate in the safe delivery of YMCA East Surrey Alternative Provision service. * To work as part of a team of Learning Support Assistants and volunteers to ensure that the service provided is high quality and appropriate for students who attend. * To build positive and professional relationships with children and young people. * To ensure the Health and Safety of children and young people and colleagues, above all, ensuring that Safeguarding Children and Safeguarding Adults policies are adhered to * Work closely with Leaners to provide opportunities to meet their learning outcomes via a varied program of Life skills, training, community and wellbeing activities. * Record and evidence learning actions completed for Asdan module work. * To supervise the activity environment to ensure physical and emotional/personal safety for all children and young people attending. This includes recording of any accidents, injuries or incidents that may occur via my concern platform, and record any medication administered * To assist the Hub for a smooth and reliable operation including setting up and packing down sessions. * To contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all Learners to the best of their abilities. * To ensure that all children and young people upon their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences. * To provide and supervise the hygienic provision of refreshments for the children/young people, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds and allergies. * Attend YMCA East Surrey staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development * Undertake any other duties and responsibilities reasonably requested. * Provide and supervise the hygienic provision of personal care, ensuring privacy, dignity at all times and recording in care plan. * Administer, where necessary, after appropriate training, medication for children keeping accurate and up to date records. * Assist with moving and handling of children/adults with restricted mobility, after appropriate training, including hoisting and use of mobility equipment. * Provide high level of support for children/adults with complex needs, ensuring care plans and behaviour plans are understood and followed to meet individual needs. * Regular use if aids to support communication and sensory impairment needs. * Provide high level of diligence and surveillance for Learners with complex needs. * Accompany Learners n trips, following procedures and policies, risk assessment and keeping them safe whilst providing high level of support. * Assisting Learners to engage with activities providing appropriate support and help to achieve desired outcomes. * After appropriate training be able to observe Learners and write observations about their activities which are sent to parents and carers and contribute to assessing their development. |

**PERSON SPECIFICATION:**

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|  |  | **Essential** | **Desirable** | **How measured (application, assessment, interview)** |
| **Qualifications, Education & Training** |  |  |  |  |
|  | Working together to safeguard children and safeguarding adults training or willingness to undertake | X |  | Application, Interview |
|  | Food hygiene training or a willingness to complete this | X |  | Application, Interview |
|  | Child Care/Youth Work level 2 / 3 or equivalent qualification in School Teaching Assistant (or working towards). Experience of working in an educational setting. |  | X | Application, Certificates |
|  | Relevant training in positive behaviour management, positive touch and epilepsy | X |  | Application, Certificates |
|  | Training completed for delivery of Asdan learning & training modules |  | X | Application, Certificates |
|  | First Aid qualification |  | X | Application, Certificates |
| **Experience** |  |  |  |  |
|  | Living or working experience with children or adults with disabilities and additional needs | X |  | Application, interview |
|  | Experience of positively managing children’s behaviour in various situations | X |  | Application, interview |
|  | Experience of planning, organising and carrying out tasks e.g. music, drama, art and cooking sessions. |  | X | Application, interview |
|  | Experience of handling and administering medications and intimate care for those with complex needs |  | X | Application, interview |
|  | Experience working in an educational, or social care setting. | X |  | Application, interview |
|  | Experience of working in a high-pressured environment | X |  | Application, interview |
|  | Knowledge and understanding of safeguarding and safeguarding good practice | X |  | Application, interview |
|  | Experience of being a key person including maintaining children’s records | X |  | Application, interview |
|  | Experience of working with outcome base assessment tools | X |  | Application, interview |
| **Abilities, skills, and attitude** |  |  |  |  |
|  | Knowledge of Safeguarding Children and Adults practice or willingness to learn | x |  | Application, interview |
|  | Ability to always hold the well-being and positive development of children and young people as paramount. | x |  | Application, interview |
|  | Ability to work under pressure and to strict deadlines | x |  | Application, interview |
|  | Demonstrate a positive attitude and can-do attitude | x |  | Application, interview |
|  | Commitment to equal opportunities, diversity and inclusion | x |  | Application, interview |
|  | A creative and flexible approach to work | x |  | Application, interview |
|  | Good communication skills | x |  | Application, interview |
|  | Ability to work independently and as part of a team | x |  | Application, interview |
|  | Ability to maintain safe working practices | x |  | Application, interview |
|  | Commitment to the YMCA’s Values, Aims and Purposes | x |  | Application, interview |
|  | Kind, caring and committed to ensuring CYP needs are the highest priority | x |  | Application, interview |
|  | DBS check for working with children and adults | x |  | Application, interview |
|  | Meet all criteria of Children Act 1989 and 2004 | x |  | Application, interview |
|  | Good record keeping skills | x |  | Application, interview |
|  | Willingness to work flexible hours |  | x | Application, interview |
|  | Car driver |  | x | Application, interview |