

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Hub Learning Support Assistant</b>
<b>Salary</b>	Age 18+: £12.60ph / £15,970 Pro-rata pa
<b>Annual leave</b>	Five weeks Annual Leave plus bank holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service. Pro-rata leave is rolled up and paid in salary.
<b>Hours and Location of work</b>	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) Part time would be considered (Minimum 2 days)
<b>Responsible to</b>	Learning Hub Leader, Senior Learning Hub Coordinator and Managers
<b>Responsible for</b>	N/A
<b>Job Purpose</b>	To assist the Hub Disability Leader in delivering high quality care, stimulating and engaging learning opportunities to students attending our Alternative Provision. They will inspire our students 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.
<b>Background to role</b>	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 students 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.
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>▶ To participate in the safe delivery of YMCA East Surrey Alternative Provision service.</li> <li>▶ 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.</li> <li>▶ To build positive and professional relationships with children and young people.</li> <li>▶ 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</li> <li>▶ Work closely with students to provide opportunities to meet their learning outcomes via a varied program of Life skills, training, community and wellbeing activities.</li> <li>▶ Record and evidence learning actions completed for Asdan module work.</li> <li>▶ 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</li> <li>▶ To assist senior to ensure its smooth and reliable operation including setting up and packing down sessions.</li> <li>▶ To contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all Students to the best of their abilities.</li> <li>▶ To ensure that all children and young people upon their arrival are welcomed and feel</li> </ul>

	<p>comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences</p> <ul style="list-style-type: none"> <li>▶ 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.</li> <li>▶ Attend YMCA East Surrey staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development</li> <li>▶ Undertake any other duties and responsibilities reasonably requested.</li> <li>▶ Provide and supervise the hygienic provision of personal care, ensuring privacy, dignity at all times and recording in care plan.</li> <li>▶ Administer, where necessary, after appropriate training, medication for children keeping accurate and up to date records.</li> <li>▶ Assist with moving and handling of children/adults with restricted mobility, after appropriate training, including hoisting and use of mobility equipment.</li> <li>▶ 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.</li> <li>▶ Regular use of aids to support communication and sensory impairment needs.</li> <li>▶ Provide high level of diligence and surveillance for Students with complex needs.</li> <li>▶ Accompany children/adults on trips, following procedures and policies, risk assessment and keeping them safe whilst providing high level of support.</li> <li>▶ Assisting children/adults to engage with activities providing appropriate support and help to achieve desired outcomes.</li> <li>▶ After appropriate training be able to observe children and write observations about their activities which are sent to parents and carers and contribute to assessing their development.</li> </ul>
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#### PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
<b>Qualifications, Education &amp; Training</b>				
	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)		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
<b>Experience</b>				

	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
<b>Abilities, skills, and attitude</b>				
	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