

Westminster Kingsway College

Job Description and Person Specification

Post:	SEN Support Worker
Contract:	Hourly Paid Support
Hours:	Variable – up to 35 hours per week
Reporting to:	Head of LLDD and High Needs
Salary:	£10.92 (basic) + £1.32 (holiday) = £12.23 (total rate)

Key Purpose

To support students with learning difficulties and/or disabilities (including emotional and/or behavioural difficulties) within a Further Education setting.

To differentiate and facilitate learning according to the student need. You may be working 1:1 and as a floating support.

Main Duties and Responsibilities

General:

- Liaise with subject tutors and personal tutors regarding the needs of individual students.
- Develop a positive, respectful working relationship with tutors and other staff.
- Meet standards of professional and ethical conduct in relation to students, parents, and colleagues.

In class:

- Keep students on task and prompt appropriate behavior, ensuring consistency in applying college routines and systems so that a trusting relationship is developed.
- Motivate and encourage students.
- Support allocated pupils with special educational needs to achieve the targets in their individual education plans.
- Check instructions are understood – clarify and explain as needed.
- Supervise students in the use of materials and equipment.
- Help students to organize themselves and to become independent.
- Assist students in areas needing development, e.g. language use, reading, writing, spelling, handwriting, presentation skills, behaviour, use of number.

- Implement all aspects of individual education plans provided by the Inclusive Learning Manager, including keeping records of teaching and progress made.
- Support either individuals or whole group depending on the needs of the service.

Out of class:

- Liaise with Manager to report on progress and attendance.
- Attend relevant meetings and reviews relating to individual students.
- Keep auditable records of the support provided, including any successes or difficulties, using College documentation.
- Have strong interpersonal skills, and be able to multi task and work effectively in a busy, fast paced environment.
- Work according to SEND code of practice and current legislation relating to disabilities and carry out reviews as well as be aware of high need students and their requirements.
- Maintain confidentiality according to data protection act and safeguarding policies.
- Strong multi-tasking skills and a conscious eye for detail to work is essential.
- Deliver personal care as required.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.
- Ensure equality, diversity and inclusion are actively promoted and advanced as part of this role within the Group

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Experience of working with learners with learning difficulties and/ or disabilities in an educational setting as well as emotional and behavioural issues.	X	
Knowledge / Experience	Some understanding of the issues facing learners with learning difficulties/disabilities in an educational setting	X	
	To be familiar with safeguarding policy and the SEND code of practice	X	
Skills / Abilities	A flexible and student centered approach that fosters independence and enabling students to participate fully in College life	X	
	The ability to support and empower students in the learning of practical and academic subjects as well as in developing their social and life skills	X	
	Ability to be proactive and conscientious and work on one's own initiative	X	
	Ability to be positive, friendly, energetic and enthusiastic	X	
	Be a team player and communicate appropriately to a wide range of people	X	
	Ability to adapt/ make relevant learning materials	X	
	Be able to complete administrative tasks effectively and on time	X	
	Good tracking and IT skills	X	
Have excellent interpersonal and communication skills	X		