

JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT – ALTERNATIVE PROVISION

JOB TITLE: Learning Support Assistant – Alternative Provision

RESPONSIBLE TO: EOTAS Programme Lead

RESPONSIBLE FOR: Supporting the education and wellbeing of students, working collaboratively with teaching staff, therapists, volunteers, and work experience students.

JOB PURPOSE: To support the delivery of high-quality education and care for children and young people attending Alternative Provision at the ARCOS Centre.

1.0 DUTIES AND KEY RESPONSIBILITIES

1.1 Supporting children/young people and their families/carers

To:

- Assist with and deliver individualised learning programmes tailored to each student's needs and abilities.
- Build positive relationships with students and their families/carers.
- Promote a wide variety of learning activities including literacy, numeracy, life skills, sensory activities and creative subjects.
- Assist students with personal care needs in a dignified and respectful manner.
- Produce resources, including communication resources, to support learning and engagement.
- Support students with different needs and abilities throughout the session
- Ensure that you are up to date on latest safeguarding policies and procedures to promote the safety and wellbeing of students.
- Attend and contribute to case discussions and review meetings as needed.
- Support families by providing feedback on student progress and signposting to other community networks relevant to their individual needs.
- Assist with administrative task for the Alternative Provision and the SMILE Project.

1.2 Working with other professionals/agencies

To:

- Work collaboratively with teaching staff, therapists and other professionals to ensure a holistic approach to student support.
- Develop effective working relationships, using various channels of communication with colleagues, partners and other external agencies.

- Share observations and concerns about students with appropriate staff members.
- Liaise with other agencies and professionals and attend meetings as required.
- Develop and maintain good working relationships with relevant individuals within ARCOS.

1.3 Administration, monitoring and management

To:

- Contribute to planning and review of individual education plans and student progress.
- Work as part of the team to review and evaluate educational provision, ensuring continued improvements are applied.
- Maintain accurate records of student attendance, behaviour and progress.
- Assist in raising awareness of ARCOS and the Alternative Provision by supporting community events and open days.
- Apply time management principles to all areas of work and effectively prioritise tasks.
- Contribute to reporting by providing relevant observations and examples of student progress.
- Ensure the highest standards of safeguarding in accordance with ARCOS policy.
- Comply with all health and safety requirements including food hygiene, first aid provision, fire precautions and accident reporting.
- Carry out risk assessments for activities and outings.
- Maintain accurate and contemporaneous records in accordance with ARCOS policy.

1.4 Supporting the learning environment

To:

- Prepare classrooms and learning spaces, ensuring they are welcoming and appropriately resourced.
- Support positive behaviour management strategies in line with ARCOS policies.
- Support students during off-site educational visits and community access activities.
- Contribute to creating displays and visual supports that enhance the learning environment.

2.0 GENERAL RESPONSIBILITIES

To:

- Undertake certain domestic jobs as required, for example, preparation of snacks and meals, and cleansing of equipment and learning spaces.

3.0 CONFIDENTIALITY

All matters relating to students' health and personal affairs and matters of commercial interest to ARCOS are strictly confidential and under no circumstances is such information to be divulged to any unauthorised person. Disciplinary action, including dismissal, will be taken against any self-employed contractors contravening this regulation. Staff are expected to adhere to legislative requirements. All self-employed contractors are required to sign a confidentiality agreement.

4.0 SAFEGUARDING

ARCOS acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all people accessing all services, including Alternative Provision.

ARCOS is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns in confidence and without fear of detriment.

Every self-employed contractor must remain up to date with safeguarding training and report any concerns immediately in line with ARCOS policy.

5.0 HEALTH AND SAFETY AT WORK

It is the statutory duty of every self-employed contractor whilst at work to take responsible care for the health and safety of themselves and of any other person who may be affected by their acts and omissions, and to co-operate with ARCOS in ensuring that all statutory and other requirements are complied with.

6.0 EQUALITY AND DIVERSITY

ARCOS is committed to eliminating all forms of discrimination; recognising that discrimination in the workplace, in any form, is unacceptable. We have an Equality, Diversity and Inclusion Policy, to ensure that all job applicants and self-employed contractors are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment, recruitment and selection, training, development and promotion. In all situations people will be judged solely on merit or ability. It is required that all self-employed contractors uphold this policy in the course of their employment and whilst undertaking their duties. Any breach of this policy will lead to disciplinary action, which may include dismissal.

7.0 TRAINING AND DEVELOPMENT

ARCOS is committed to identification of training needs and in-house training in line with organisational, statutory and personal development needs. Every self-employed contractor must complete and pass a suite of mandatory training courses on a regular basis.