

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Children's Services	<b>Job Ref Number:</b> 02758
<b>Service Area:</b> YPLP	<b>Grade:</b> 3 (click <a href="#">here</a> for value)
<b>Job Title:</b> YPLP Learning Support Assistant	
<b>PURPOSE OF JOB:</b> To work with individual young people having special or particular needs, in accordance with their Education, Health and Care Plan where appropriate and/or groups of young people as directed by the tutor and/or the provision manager. To keep support records and input into reviews about individual learners	
<b>TEAM STRUCTURE:</b>	
<pre> graph TD     PS[Practice Supervisor] --&gt; TL1[YPLP Team Leader]     PS --&gt; TL2[YPLP Team Leader]     TL1 --&gt; LPM1[YPLP Locality Provision Manager]     TL1 --&gt; LPM2[YPLP Locality Provision Manager]     TL1 --&gt; LPM3[YPLP Locality Provision Manager]     TL1 --&gt; LPM4[YPLP Locality Provision Manager]     TL2 --&gt; LPM5[YPLP Locality Provision Manager]     TL2 --&gt; LPM6[YPLP Locality Provision Manager]     TL2 --&gt; LPM7[YPLP Locality Provision Manager]     TL2 --&gt; LPM8[YPLP Locality Provision Manager]     TL2 --&gt; ASS[Additional Support Specialist]     LPM1 --&gt; T1[Tutors (G7)]     LPM1 --&gt; PL1[Pastoral Lead (G7 TBA)]     LPM1 --&gt; EC1[Employability Co-ordinator (G6 TBA)]     LPM1 --&gt; JC1[Job Coach (G5)]     LPM1 --&gt; LSW1[LSA/Support Worker]     LPM2 --&gt; T2[Tutors (G7)]     LPM2 --&gt; PL2[Pastoral Lead (G7 TBA)]     LPM2 --&gt; EC2[Employability Co-ordinator (G6 TBA)]     LPM2 --&gt; JC2[Job Coach (G5)]     LPM2 --&gt; LSW2[LSA/Support Worker]     LPM3 --&gt; T3[Tutors (G7)]     LPM3 --&gt; PL3[Pastoral Lead (G7 TBA)]     LPM3 --&gt; EC3[Employability Co-ordinator (G6 TBA)]     LPM3 --&gt; JC3[Job Coach (G5)]     LPM3 --&gt; LSW3[LSA/Support Worker]     LPM4 --&gt; T4[Tutors (G7)]     LPM4 --&gt; PL4[Pastoral Lead (G7 TBA)]     LPM4 --&gt; EC4[Employability Co-ordinator (G6 TBA)]     LPM4 --&gt; JC4[Job Coach (G5)]     LPM4 --&gt; LSW4[LSA/Support Worker]     LPM5 --&gt; T5[Tutors (G7)]     LPM5 --&gt; PL5[Pastoral Lead (G7 TBA)]     LPM5 --&gt; EC5[Employability Co-ordinator (G6 TBA)]     LPM5 --&gt; JC5[Job Coach (G5)]     LPM5 --&gt; LSW5[LSA/Support Worker]     LPM6 --&gt; T6[Tutors (G7)]     LPM6 --&gt; PL6[Pastoral Lead (G7 TBA)]     LPM6 --&gt; EC6[Employability Co-ordinator (G6 TBA)]     LPM6 --&gt; JC6[Job Coach (G5)]     LPM6 --&gt; LSW6[LSA/Support Worker]     LPM7 --&gt; T7[Tutors (G7)]     LPM7 --&gt; PL7[Pastoral Lead (G7 TBA)]     LPM7 --&gt; EC7[Employability Co-ordinator (G6 TBA)]     LPM7 --&gt; JC7[Job Coach (G5)]     LPM7 --&gt; LSW7[LSA/Support Worker]     LPM8 --&gt; T8[Tutors (G7)]     LPM8 --&gt; PL8[Pastoral Lead (G7 TBA)]     LPM8 --&gt; EC8[Employability Co-ordinator (G6 TBA)]     LPM8 --&gt; JC8[Job Coach (G5)]     LPM8 --&gt; LSW8[LSA/Support Worker]     ASS --&gt; RS[Relief Staff] </pre>	
<b>MAIN DUTIES:</b>	
1	Support learners with special or particular needs
2	Promote progression and learning (emotional, educational and social). Foster growth, confidence building and independence, observe and record progress
3	Manage challenging learner behaviour, with the support of colleagues
3	Assist with the planning and preparation of learning activities, and in the delivery of sessions
4	Participate in the preparation of the classroom
5	Monitor the needs and progression of the young person/people supporting and report to designated person
6	Be familiar with the Support Plans of all learners supporting and if the Education, Health and Care Plans of those who have them
7	Keep records as required by YPLP
8	Act in accordance with YPLP policies and procedures and relevant legislation,

particularly in relation to safeguarding and behaviour management

9 Undertake any other duties consistent with the overall purpose of the job

### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Ability to support young people who have special or particular needs	A,I	x	
Ability to communicate effectively with vulnerable young people	A,I	x	
Able to work as part of a team	A,I	x	
Ability to work in a flexible manner in order to respond to the challenging demands of working within a small education provision	A,I	x	
Experience of working with challenging vulnerable and high needs learners	A, I		x
GCSE Maths & English or equivalent	A		x
Level 3 Information, Advice and Guidance	A		x

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

### GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

<b>Job Details:</b>	
<b>Job Title</b>	YPLP Learning Support Assistant
<b>Identifier</b>	02758
<b>Director Area</b>	Children's Services
<b>Service Area</b>	SEND
<b>Section</b>	Young People's Learning Provision
<b>Date</b>	09/04/2019
<b>Score</b>	280
<b>Grade</b>	Grade 3
<b>Description</b>	

<b>Factor Levels:</b>	
<b>Supervision/Management Of People</b>	1
<b>Dispersal Awarded</b>	No
<b>Creativity &amp; Innovation</b>	3
<b>Contacts &amp; Relationships</b>	2
<b>Decisions - Discretion</b>	2
<b>Decisions - Consequences</b>	1
<b>Resources</b>	1
<b>Work Demands</b>	2
<b>Physical Demands</b>	1
<b>Working Conditions</b>	1
<b>Work Context</b>	1
<b>Knowledge &amp; Skill</b>	2