



Learning Support Practitioner (term-time only)

Variable hours available
(Minimum 10 hours per week, up to 35 hours per week)

JOB DESCRIPTION

Directorate of Student Services, Safeguarding & Support



ADVERTISEMENT

Learning Support Practitioner

Minimum of 10 hours per week up to 35 hours per week, 34 weeks per year, term-time only.

£22,071 per annum pro rata

£12.93 enhanced rate per hour (in first year of employment) (higher rates of pay are available for personal care duties and Communication Support Workers)

Required at Leiston, Halesworth, Otley and Ipswich Campuses.*

We are looking for Learning Support Practitioners to provide essential classroom and workshop support and practical assistance to our students and to play a key role in supporting our teaching staff to deliver an exceptional student experience.

As a Learning Support Practitioner you will work alongside teaching staff, and will be deployed in a range of vocational workshops or classrooms, working with groups of students, or on a one to one basis.

You will need to have a flexible style and approach, with the ability to build effective relationships with both students and teaching staff, accompanied by the ability to be pro-active and use your initiative. You should have experience of working with young people and an understanding of working with people with Special Educational Needs (SEN).

You will need to have a good standard of education, with English and/or Maths at Level 2 (GCSE C or 4 grade), with a commitment to achieving Level 2 English or Maths if not already obtained.

Enhanced hourly rates are available for Learning Support Practitioners undertaking personal care duties.

*Suffolk New College is a multi-campus site and therefore whilst you will have a main base, you may be required to work at and travel between campuses. We have campuses in Halesworth, Leiston, Otley and Ipswich. Please state clearly in your application form your preferred main base.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

Closing Date: Monday 2nd September 2024 (midnight)

Interview Date: Wednesday 11th September 2024 (at our Rural Campus, Otley)

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

JOB DESCRIPTION

Learning Support Practitioner

Summary of Benefits, and Terms and Conditions

Location:	Learning Support Practitioners are based at our Ipswich campus at Suffolk Rural in Otley, and at Suffolk New College On the Coast in Leiston and Halesworth*
Salary:	£22,071 per annum pro rata**
Contract status:	Permanent
Hours of work:	170 days (34 weeks) per year during term time Hours are categorised in the following bands with the minimum number of hours for the band guaranteed year on year. Band 1: 10 to 15 hours per week Band 2: 16 to 25 hours per week Band 3: 25 to 35 hours per week
Holiday:	20 days per annum rising one day per year worked to a maximum of 25 days per annum, plus Bank Holidays and Christmas closure days. ** Payment in lieu of holiday is made through the enhancement of the hourly rates
Staff Development:	Corporate, departmental and personal development opportunities
Reporting to:	Learning Support Practitioner Team Leader

Enhanced hourly rates are available for Learning Support Practitioners undertaking Personal Care duties and Communication Support duties.

Teaching sessions normally begin at 8.45am and normally end at 4pm, in some cases 5:00pm, with an hour lunch break. Some sessions may finish later than 5:00pm. You will therefore need to ensure you are available to cover the hours you are allocated on your timetable.

*At all campuses you will be part of a dedicated team that support our students to ensure they receive an exceptional student experience. On occasions and in discussion with your line manager you may be required to work at and travel between campuses

JOB PURPOSE

To provide classroom support, workshop support and practical assistance to students to facilitate the learning process and support teaching staff in the delivery of an exceptional student experience.

RESPONSIBILITIES AND DUTIES

1. To keep abreast of student's SEN (Special Educational Needs) plans in order to deliver appropriate support strategies for allocated students.
2. To use college databases, such as ProMonitor, to view and record student information as appropriate, adhering to confidentiality and data protection at all times.
3. To facilitate the learner journey by interpreting student needs and supporting students to complete tasks as requested by teaching staff.
4. To prepare for lessons and practical sessions, issuing materials, setting up equipment and reproducing materials for the benefit of the student.
5. To assist teaching staff in managing student behaviour and classroom discipline in line with the Student Performance and Behaviour Policy.
6. To provide direct supervision of individual students or groups of students in and outside the College, this may include providing supervision during breaks and lunchtimes.
7. To be responsible for the supervision of students during sessions, external trips and visits as required by teaching staff.
8. To respond to student enquiries, offering information, advice and guidance or referring as appropriate, to others such as teaching staff, Student Support, Safeguarding Team.
9. To issue materials and equipment to students and to ensure surplus materials and equipment are collected and returned to stock and ensure working areas, are clean, tidy and secure at the end of each session.
10. To complete student progress reports electronically.
11. To assist in the assessment procedure by acting as a witness.
12. To be flexible and undertake work in any Directorate as and when required in order to meet the needs of students.
13. To assist with exam invigilation as required.
14. To undertake personal care duties as agreed.
15. To attend and participate in meetings and staff development sessions as required.
16. To comply with Health and Safety regulations and policy, and implement these effectively throughout all aspects of the role.
17. To take a pro-active approach and responsibility for the well-being and safeguarding of all students.

18. Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training may be given to enable the postholder to undertake the new/varied work.

Further information – Learning Support Practitioners

Learning Support Practitioners are expected to successfully complete the Licence to Support programme, for new LSPs this requirement is linked to your probation period.

Job Role	Annual Salary	Basic Hourly Rate	Enhanced Hourly Rate*
LSP	£22,071	£11.44	£12.93 to £13.21

*includes enhancement for annual leave

Learning Support Practitioners are expected to participate in CPD activity, learning support observations and the Professional Practice Review on an annual basis.

Learning Support Practitioners with specific skills/qualifications e.g. communication support, personal care will be paid an hourly uplift for hours worked supporting students with these specific needs.

There may be opportunities to apply to become an Advanced Learning Support Practitioner, when vacancies arise. The enhanced hourly rate for an Advanced LSP is within the range of £13.05 to £13.67 per hour (includes enhancement for annual leave).



PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good standard of education including maths and/or English to Level 2 (GCSE C or 4 grade), with a commitment to achieving Maths/or English if not already achieved. • Level 2 qualification in a relevant subject area • For Communication Support Workers only, a minimum of a Level 2 British Sign Language. Level 3 British Sign Language required for some positions 	<ul style="list-style-type: none"> • Level 3 qualification in a relevant subject area • Level 2 Award in Support Work in Schools and Colleges
Knowledge and Experience	<ul style="list-style-type: none"> • Understanding of the supporting the learning process in an educational setting • Experience of working with young people • Experience and/or an understanding of working with students with support needs. 	<ul style="list-style-type: none"> • Experience in a similar position • Understanding of training, mentoring or coaching young people
Skills	<ul style="list-style-type: none"> • Ability to communicate with a diverse range of audiences including young people, managers and team members • Build and maintain professional working relationships • Planning, time management, and organisational skills • Teamwork and a commitment to sharing best practice • Work independently using own initiative. • IT literate 	
Qualities and Attributes	<ul style="list-style-type: none"> • Self-driven and motivated • Student focused approach • Pro-active and solution focused • Calm under pressure with a resilient approach • Diplomacy, tact and integrity and with due regard for confidentiality 	
Attitude	<ul style="list-style-type: none"> • Embeds and promotes equality, diversity and respect through all aspects of the role • Pro-active commitment towards safeguarding and promoting the welfare of young people • Positive and can do attitude towards work • Actively participates in continued professional development • Flexible approach to meet changing needs 	

EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantees to short list all applicants from a black or ethnic minority group who meet all of the essential criteria.

CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure & Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to a Disclosure check by the Disclosure & Barring Service.

INFORMAL ENQUIRIES

For informal enquiries please contact Learning Support Team Leader –
Caroline Francis carolinefrancis@suffolk.ac.uk or Sian Seville sianseville@suffolk.ac.uk

Closing Date: Monday 2 September 2024 (midnight)

Interview Date: Wednesday 11 September 2024 (at our Rural Campus, Otley)