

Job Description

Job Title:	Inclusive Learning Assistant
Responsible to:	Inclusive Learning Manager, Inclusive Learning Co-ordinators
Functional Liaison with:	Learning Support Team, SEND Services Team, Curriculum Teams, Student Support Teams, Employers
Main Purpose:	To provide high quality additional learning support for students with barriers to learning, including learning difficulties and disabilities.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Provide and maintain a high standard of learning support for identified students with additional physical, sensory and learning needs.
- Support the classroom provision and any extra-curricular activities ensuring that every young person has equal opportunity to learn, develop and progress towards their individual next steps.
- Work as part of a team, supervising and supporting learning activities, responding to individual student needs and encouraging success, self-respect and increasing self-reliance and independence in learning wherever possible.
- Supervise students either on a 1:1, small group or large group basis depending on the level of ability, SEN and support needs of the respective student/s.
- Assist in the process of recording and monitoring progress, assessment and achievement as appropriate and assist in the process of recording learning support activities.
- Assist in ensuring the provision of a physical learning environment is safe, tidy, clean and pleasant for students.
- Provide a welcoming and supportive environment for students, helping to meet pastoral care needs and referring wider student needs and issues to other staff as appropriate.
- Assist and support students with physical care needs to access facilities as appropriate, including during break times if required (non-mandatory – prior agreement sought).
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	Good standard of general education including level 2 qualification in English and mathematics (literacy/numeracy) or a willingness to work towards achieving these.	A recognised 'learning support' related qualification or the willingness to work towards achieving one.	I,A,
Knowledge and Skills	- Excellent interpersonal skills and the ability to relate to people of varying ages, abilities, skills and backgrounds. - Sound literacy and numeracy skills. - Good IT skills.	- An awareness of post-16 curriculum and assessment requirements would be advantageous. - Broad awareness and understanding of medical conditions such as asthma, epilepsy, etc - Basic knowledge of first aid and experience of administering medication in accordance with county guidelines	A,I,P
Experience	Experience of working with young people and/or adults with a range of additional needs, social emotional difficulties or physical care needs.	- Experience of supervising young people or adults - Experience of delivering one-to-one support.	A, I,
Personal Qualities	- Professional approach. - A positive commitment to inclusive learning. - Proactive approach to completing tasks. - Motivational and Supportive to others. - An ability to work flexibly, independently, creatively and by using innovation. - A commitment to personal and professional development.		A, I,
Training	- Willingness to attend, undertake any training or development as, or when appropriate. - Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 23 days, plus public holidays, raising to 27 days on completion of 5 years' service pro rata for part time working. Employees who work on a term-time basis will have their entitlement to annual leave (pro rata to their weeks and hours worked) paid as a separate element in their monthly pay.
2. New support staff appointments to the Trust are subject to a 26 week probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.
4. The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.



Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.