



## **A unique opportunity to work for an outstanding residential adult education college in the UK**

### **Learner Support Workers (as and when required)**

**Hourly rate: £8.93 (FTE £16,781) Fixed Term until 31 July 2018**

Northern College has been graded outstanding in all areas by Ofsted and we are looking for someone to join the College who can contribute to our continued success. Northern College offers a wide range of adult learning provision including; literacy, numeracy and return to study courses, an Access to Higher Education Diploma, Higher Education courses and a varied programme of Trade Union Studies. Set in beautiful parklands and with excellent facilities, Northern College for Residential Adult Education has a powerful reputation for the quality of its services.

We are seeking to add to our current team of dedicated Learner Support Workers. This role involves working with students with disabilities; learning difficulties; and with basic skills needs and helping them to achieve their learning goals. A Learner Support Worker provides support to assigned students through acting as a scribe, guide, communicator or reader and assisting wheelchair users.

You will be educated to at least GCSE English level (grade C or above) or equivalent and have the experience and ability to take accurate notes for learners both within a classroom setting and outside. You will also be responsible for providing a typed version of notes in a suitable format for learners to read and understand. You should have excellent interpersonal skills, a commitment to the highest standards of customer care along with the ability to use tact and initiative. We are looking for individuals who are flexible, as hours of work are varied and can be either day time, evening or weekends.

The benefits of working for the College include: access to the Universities Superannuation Scheme, free on-site parking, family friendly policies and opportunities for training and development. To find out more information about the College, view the job description and person specification and to download an application form please visit the careers page at [www.northern.ac.uk/careers](http://www.northern.ac.uk/careers). For any queries about this vacancy please contact the HR department on 01226 776000.

**Application forms must be submitted by 5.00 pm on Friday 25<sup>th</sup> August 2017**

Northern College is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. We are an equal opportunities employer, applications are particularly welcome from disabled, black and minority ethnic groups as they are currently under represented within our staff group. Northern College promotes the welfare of all students and is fully committed to safeguarding and to fulfilling its obligations under the Prevent duty. The college expects all staff to share these commitments.

Registered Charity Number 507245



# **THE NORTHERN COLLEGE**

## **JOB DESCRIPTION**

### **LEARNER SUPPORT WORKER**

#### **Summary of Responsibilities**

Responsible for working with people with disabilities, with learning difficulties, and with basic skills needs; providing learning support which may include acting as a reader, scribe, guide and communicator.

To liaise with the members of the academic staff team to maximise the effectiveness of Additional Learner Support.

#### **Main Duties**

1. To take accurate notes for learners both within a classroom setting and outside.
2. To provide support to enable learners to access resources.
3. To read materials to the learner.
4. To review and type up notes to a high standard and in a suitable format for learners to read and understand.
5. To liaise with the additional support co-ordinator and course/subject tutor as required.
6. To act as a guide to students with visual impairment and mobility needs.
7. To assist learners with hearing impairment within and outside a classroom setting.
8. To assist learners in completing forms.
9. To be an effective team member and liaise with the team on all aspects of support.
10. To work with diverse groups, respecting other people's opinions and work towards accomplishing the team's (and departmental) goals.
11. To write reviews of learners progress on my learning space.
12. To be able to carry out new inductions to College for new learners.
13. To undertake any training and development deemed relevant to the post.
14. To undertake duties and responsibilities in full accordance with the College's 'Health & Safety' policy and procedures.
15. To work to promote and support the College's policies and procedures with particular reference to the safeguarding of children and vulnerable adults.
16. Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or some other senior member of staff acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date:

**THE NORTHERN COLLEGE**

**PERSON SPECIFICATION**

**Learner Support Worker**

<b>Category</b>	<b>Essential/ Desirable</b>	<b>Description</b>	<b>Means of Assessment</b>
Knowledge and Experience	Essential	Experience of taking notes	Application Interview
		Knowledge and awareness of equality and diversity issues	Application Interview
		An understanding of the importance of 'safeguarding' and a commitment to creating a safe learning environment within the college	Interview
	Desirable	Awareness of and commitment to customer care	Interview
	Desirable	Experience of supportive work with disabled people (Voluntary or placements are applicable)	Application Interview
		Knowledge of disabilities and specific learning difficulties	Interview
Skills & Abilities	Essential	Ability to take accurate notes in a range of subjects	Application Assessment
		Ability to handle sensitive issues with discretion	Interview
		Excellent communication skills (both verbal and written including good spelling and grammar)	Assessment
		Able to form and maintain appropriate relationships and personal boundaries with people	Interview
		Emotional resilience in working with challenging behaviours	Interview
		Proven ability to work effectively within a team	Interview
		Excellent interpersonal skills along with the ability to use tact and initiative	Interview Assessment
	Desirable	Knowledge of the impact of different disabilities	Interview
	Skills in working with learners with specific support needs	Interview	
Training and Education	Essential	GCSE English (Grade C or above) or an equivalent qualification	Application
	Desirable	Qualifications relevant to support required e.g., First Aid, British Sign Language, Nursing Qualification, Dyslexia Awareness, Certificate in Adult Learning Support, C&G 6302, NVQ in Care/Promoting Independence, Deaf Awareness, Mentoring	Application
<b>Category</b>	<b>Essential/ Desirable</b>	<b>Description</b>	<b>Means of Assessment</b>

Other Requirements	Essential	Availability and ability to work in a variety of situations	Application Interview
		Understanding the importance of confidentiality and discretion	Application Interview
		Willingness to undertake appropriate training and development	Interview
		Willingness to work flexibly to meet the changing demands of the service including evening and weekend work	Interview
		An awareness of and commitment to the Prevent agenda	Interview