



Job Description

Higher Learning Support Assistant (HLSA)

Service: Oakwood Specialist College
Reporting to: Head of Campus

Period: 45.20 weeks
Location: Yate Campus

Aims of the post:

As a member of the team at our Yate campus, you will deliver person centred learning and support to meet the needs, aspirations and choices of the learner, exemplifying best practice at all times.

You will support the Learning Supports Assistants (LSAs) in developing their skills in supporting learners effectively, as well as ensuring that they complete relevant observations, paperwork and follow policies and procedures.

You will act as a line manager for a team of LSA's supporting their development and wellbeing in the role.

You will also work closely and collaboratively with the Head and Deputy Heads of Campus to support effective operational running of the.

If required, you will also provide support or cover within classrooms for up to 50% of your working week.

You will be required to act as a member of the duty management (on-call team) for a minimum of a day per week and must be confident and capable in responding to rapidly emerging needs across the college campus.

This post falls within the scope of the regulations requiring an Enhanced Disclosure & Barring Service (DBS check).

N.B: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Key objectives & responsibilities:

Purpose:

To deliver exceptional standards of learning / support for learners within the College by supporting their physical, emotional, psychological and social development.

Key Responsibilities:

- Support our teachers with the delivery of the curriculum and all aspects of personal and social development both within the classroom and throughout the college
- Take On Call responsibilities when required and utilise effective therapeutic approaches to support students throughout the day.
- When required to work as part of a class team to **provide and promote a stimulating and motivating learning environment** and outstanding support for our learners.
- Support our learners with the **development and review of their person centred plans/individual learning plans** and to work in accordance with the agreed plan.
- Develop and draw on the **knowledge of a learner's individual needs** paying particular attention to understanding effective de-escalation support for students when required.
- Have a sound understanding on how to log incidents, ABCs and safeguarding concerns on Databridge and ensure staff are consistently completing incident and ABC logs
- Support the Deputy Head/Head of Campus with debriefs and ensure relevant paperwork is completed to a high standard.
- Contribute to initial and baseline assessments and the ongoing assessment of learning where needed
- Under the direction of the teacher **engage in leading individual or small group learning sessions where needed**
- Support the **ongoing development of skills and knowledge of the learners during visits in and around the local community.**
- When required support learners at **work experience placements**, and during off site activities.
- Where required, support in the completion and quality assurance of key student paperwork- including Therapeutic Risk Management Plans (TMPs), risk assessments and PERMA profiles.
- Where appropriate, communicate with families and other stakeholders.
- Be involved in **assessments of learner progress** in the form of written observations, photographic or video assessments.
- Ensure that you follow **education and risk management plans, behaviour support plans, communication plans** and any other relevant support guidance and support LSAs
- Be aware of and **complete relevant information** that requires daily attention such as student's logs, incident files, diaries, etc to ensure that you record all information accurately, legibly and communicate it appropriately. Be confident in using Databridge
- Promote and adhere to Oakwood Specialist College's approach to **positive behaviour support** through consistency, respect, warmth, empathy and compassion.

- **Provide a caring and supportive environment** for learners that respects and affirms their racial, cultural and religious identity and lifestyle.
- **Be aware of the regulatory frameworks** within which you work and to keep abreast of national, corporate and local developments which affect your work.
- **Attend and participate** in staff meetings, individual formal supervisions, appraisals, staff debriefings and training to ensure consistency and good practice.
- **Play an active role in College life**, prioritising the experience of the learners and being an excellent and supportive colleague. Take on first aid and medication responsibilities as required.
- Provide cover on reception or in the kitchen when required.
- To **safeguard and promote the welfare of all young people** at the College by being familiar with and adhering to the College's Safeguarding policy- become a safeguarding officer and support with the delivery of training
- Have line management responsibilities, including liaising with Peoples Services, completing timesheets, new staff inductions, probations and supervisions.
- To bring to the **attention of a senior colleague** any matter of concern over the wellbeing, safety or safeguarding of a person we support or team member.
- To be aware of your responsibilities in accordance with the current **Health and Safety at Work**- complete fire warden training and contribute to ensuring the college is compliant with health and safety expectations.
- **Lead the induction and mentoring programme** for new LSAs.
- To undertake **teaching cover and line management responsibilities** as dictated by the College Principal or Head of Campus as per the responsibilities of other Higher Learning Support Assistants.
- Undertake **duty management responsibilities including being on call**
- Demonstrate a good level of literacy and ICT skills and be confident in sending formal written communication to stakeholders as required.
- Be a reliable member of the team and ensure you are, at all times supportive of your colleagues.

Health & Safety:

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Employees are required to co-operate with management to enable Phoenix Leading and Care to meet its own legal duties and to report any hazardous situations or defective equipment.

The approach required:

- Unflinchingly high aspirations for all young people that study at Oakwood, and high expectations of behaviour for them within their own context.
- Unflinchingly high expectations of behaviour and professional conduct of colleagues and self.

- The humility to recognise where things may not be working, and the progress of learners are at risk, and to speak up and seek support to improve.
- A continuous commitment to seeking to understand each young person and their needs, including those that make them diverse, complex and sometimes challenging.
- The drive to overcome challenges and setbacks using clear and tangible steps and making positive personal changes to approaches.
- Being a “present” and active listener and contributor in conversations about learning.
- Leading formal and informal conversations about best practice with colleagues.
- Being alive and open to new ideas and ways of working.
- Demonstrate enthusiasm and engagement in trying something new, sharing ideas and collaborating.

Personal Responsibilities:

- ✓ To maintain own continuing professional and personal development (supported by the organisation where appropriate) to ensure up-to-date knowledge.
- ✓ To be responsible for organising and prioritising own workload in the day-to-day allocation of work.
- ✓ To maintain appropriate confidentiality of information relating to the Company and its employees and maintain compliance with the Data Protection Act and GDPR legislation.
- ✓ To set high expectations for all and act as a role model for the Phoenix Values and Code of Conduct.

Person Specification

APP – Application

INT = Interview

AST = Assessment

Essential Criteria	Measurement		
	APP	INT	AST
Full driving license and willingness to drive a College vehicle.	✓		
Computer literate with a good working knowledge of Microsoft Office	✓	✓	
Resilient and able to work on own initiative and work as part of a team	✓	✓	
Excellent interpersonal and communication skills (both verbal and written) with the ability to lead and build effective relationships with team members	✓	✓	
Excellent organisational skills; able to balance conflicting priorities.	✓	✓	

Desirable Criteria	Measurement		
	APP	INT	AST
Experience in supporting people with autism and/or learning disability	✓		
A qualification relevant to the requirements of the role.	✓	✓	
Understanding of the needs of diverse learner groups	✓		
Experience in line management	✓		

Organisation Values		Measurement		
		APP	INT	AST
Honesty	Mutual honesty is the cornerstone of any relationship we build with the people we work with.	✓	✓	✓
Empathy	We work to understand and empathise with all the individuals we care for – it is important we show empathy and not sympathy.	✓	✓	✓
Aspiration	We work to assist all individuals aspire to achieve their goals and outcomes.	✓	✓	✓
Respect	We treat others in the same way we wish to be treated and to build shared respect.	✓	✓	✓
Teamwork	We strive to provide consistency in our approach through effective teamwork and to bring the best out of each other.	✓	✓	✓

