

***POST TITLE :***  
**LEARNING SUPPORT ASSISTANT**  
**(CAMU 'MLAEN PROGRAMME)**

***VACANCY REFERENCE NO:***  
***LSA3-4***

***CLOSING DATE:***  
***Monday 31<sup>st</sup> August 2020 at 12:00 Noon***

**JOB DESCRIPTION**

Coleg Ceredigion  
Aberystwyth Campus  
Llanbadarn Fawr  
Aberystwyth  
Ceredigion  
SY23 3BP  
Tel : (01970 639700)

## JOB DESCRIPTION

<b>POST:</b>	Learning Support Assistant (Camu 'Mlaen Programme)
<b>REF:</b>	LSA3-4
<b>SALARY:</b>	APT&C Conditions of Service Scale 3 £19,018 rising to £20,361 pro rata
<b>ACTUAL SALARY:</b>	£7,392.70 per annum (Based on 18 hours per week/41.55 weeks per annum). This pay is split into 12 equal instalments per annum
<b>HOURS PER WEEK:</b>	18 hours per week
<b>WEEKS PER ANNUM:</b>	41.55 weeks per annum (All staff working term time only will be entitled to a pro rata payment in lieu of annual leave which will be taken outside of term time.)  The 41.55 weeks per annum are made up as follows:-  35 weeks' term time 6.55 weeks' holiday entitlement
<b>BASE CAMPUS:</b>	Aberystwyth Campus (All ESA's are allocated a designated base campus, but please note that you may be required to work at other college campuses as part of your duties)
<b>RESPONSIBLE TO:</b>	Assistant Director Learning Wellbeing Learner Support Co-ordinator
<b>COMMENCEMENT DATE:</b>	To be confirmed pending satisfactory Disclosure and Barring Service (DBS) Certificate and Education Workforce Council (EWC) Registration for Learner Support Status
<b>TEMPORARY/PERMANENT:</b>	Temporary to 31st July 2021 (in the first instance)

### 1. INTRODUCTION

The Board of Directors of Coleg Sir Gar and Coleg Ceredigion are committed to appointing the very best staff who achieve excellence in their work. Working to the values and behaviours that underpin the strategic plan and business of the institution, the College seeks staff that display creativity and innovation, whilst driving their own performance, and the performance of others, to provide the very best experience and service to learners.

The main purpose of these posts is to provide personal support to students with additional learning needs as part of the Camu 'Mlaen programme run in partnership with Ceredigion County Council. This innovative initiative has been developed to enable young people aged 18-25 to be able to undertake a programme of personal development while living in Ceredigion. The programme is planned to start in September 2020 and has been developed to meet the requirements of the Welsh Government's Additional Learning Needs (ALN) transformation programme.

The Camu 'Mlaen programme is tailored to the needs of the individual and their aspirations and comprises of:

- A non- accredited curriculum of personalised learning;
- Person-centred targets linking to the learning pillars of independence, health and well-being, community and employability;

- A range of personal enrichment and practical experiences;
- Pastoral support.

Working in these roles will be both challenging and very rewarding. It is an essential requirement for the successful applicants to be able to work as part of a team and communicate in differing forms and at varying levels.

## **2. SPECIFIC RESPONSIBILITIES**

The Educational Support Assistant will be expected to:

- 2.1 aid students with time management and personal organisation;
- 2.2 help students with the organisation of files;
- 2.3 encourage and support students to develop a range of information gathering skills;
- 2.4 provide students with help in understanding oral and written instruction;
- 2.5 help with proofreading work and give advice on grammar, spelling and punctuation;
- 2.6 transport and/or accompany individuals/small groups on residential trips and visits where necessary;
- 2.7 provide medical support and personal care assistance to individual students - with appropriate guidance and training, as and when directed by a member of the management team.
- 2.8 assist in the integration of individuals/small groups with medical and learning support needs into mainstream provision;
- 2.9 encourage students to develop good ICT skills for the presentation of assignments;
- 2.10 provide break and/or lunch supervision; as and when required or directed by a member of the management team;
- 2.11 provide one to one or general class support based upon student need and skills match;
- 2.12 transcribe materials into accessible formats when necessary;
- 2.13 carry out any other duties as directed by the Principal/Chief Executive commensurate with the grade of the post at the initial place of work or other locations within the College

## **3. GENERIC RESPONSIBILITIES**

The Educational Support Assistant will be expected to:

- 3.1 ensure that appropriate steps are taken to:
  - implement College policies and procedures with respect to equal opportunities
  - adhere to approved disciplinary and grievance procedures
  - implement and monitor Health and Safety requirements
  - comply with the College's Financial Procedures.
- 3.2 Implement agreed measures to monitor and improve the quality of experience for students.
- 3.3 Work with the Faculty Manager Health, Creativity & Skills and Head of Section, Creativity Care and the ILS team to ensure that the College meets its aims and objectives, quality standards and performance targets, as detailed in the College Strategic Plan.
- 3.4 Undertake liaison work with parents and carers, Ceredigion County Council staff, Careers Wales, schools, employers and local community organisations.
- 3.5 Implement the targets outlined in the bilingual development plan for this area of the curriculum.

#### 4. **PERFORMANCE REQUIREMENTS**

- 4.1 **Pre-entry Qualifications and Experience**  
To have or be willing to work towards Level 2 Supporting a Learner within the classroom environment, provided eligibility criteria is met.  
Experience of working with individuals who have additional learning needs.
- 4.2 **Training Period**  
One academic year, where appropriate
- 4.3 **Contacts and Relationships**  
To report to the Faculty Manager Health, Creativity & Skills and Head of Section, Creativity & Care..

#### 5. **PERSON SPECIFICATION**

5.1	<b>Qualifications:</b>	Appropriate Qualifications minimum Level 2	<b>Essential</b>
		Supporting a Learner within Classroom Environment Level 2 Qualification (if you do not have the qualification you will be expected to complete the course within 2 years from appointment)	<b>Essential</b>
		GCSE English at minimum Grade C or O Level equivalent	<b>Essential</b>
		GCSE Mathematics at minimum Grade C or O Level equivalent	<b>Essential</b>
		First Aid at Work Qualified If you are not qualified in FAW, you will be expected to undertake this training as soon as possible	<b>Essential</b>
		Manual Handling If you are not qualified in manual handling, you will be expected to undertake this training as soon as possible	<b>Essential</b>
		Food Safety Certificate <b>Desirable</b>  If you are not qualified in Food safety, you will be expected to undertake this training as soon as possible	
		British Sign Language Qualification or any other communication qualification	<b>Desirable</b>
5.2	<b>Experience:</b>	Relevant experience of working with individuals with additional learning needs and/or disabilities	<b>Essential</b>
5.3	<b>Personal Attributes:</b>	Good communicator with diplomacy and tact Good interpersonal skills	<b>Essential</b>
	<b>Essential</b>	Ability to work harmoniously with colleagues Good presentational skills Good computer literacyskills	<b>Essential</b> <b>Essential</b> <b>Essential</b>
5.4	<b>Other:</b>	A current driving licence	<b>Essential</b>
5.5	<b>Welsh Language:</b>	Welsh Oracy (Listening/Speaking) Welsh Literacy (Writing/Reading)	<b>Level 3/4</b> <b>Level 3/4</b>

(See detailed Language Level Descriptors attached)

**6. NOTES**

- 6.1 As a condition of your employment, you may be required to undertake such other reasonable duties commensurate with your grade, as requested by the Principal.
- 6.2 This job description is valid as at 1st June 2020. It is the practice of the College to examine employees' job descriptions periodically and update them to ensure that they relate to the job being performed, or to incorporate whatever changes that are agreed.
- 6.3 This job description is intended to define an outline of the broad requirements and not the total definition of the job.
- 6.4 As a requirement of your employment, you are required to be appraised as agreed within the Coleg Sir Gâr Appraisal Scheme.

	LEVELS	ORACY	LITERACY		APPLICATION FORM
		Listening/Speaking	Writing	Reading	
<b>Welsh essential</b>	<b>Level 4 High</b>	<ul style="list-style-type: none"> <li>▪ CAN lead and contribute effectively to lectures/meetings and seminars/tutorials</li> <li>▪ CAN handle complex or contentious issues with specialist knowledge.</li> <li>▪ CAN understand idiomatic expressions and colloquialisms.</li> <li>▪ CAN present a clear, smoothly flowing descriptions or argument</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN make full and accurate notes (inc. PowerPoint) and continue to participate in a lecture/meeting or seminar</li> <li>▪ CAN write clear, smoothly flowing text in an appropriate style</li> <li>▪ CAN write complex letters, reports or articles</li> <li>▪ CAN write summaries and reviews on professional matters</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand correspondence expressed in non-standard language</li> <li>▪ CAN understand reports and articles, including complex ideas expressed in complex language</li> <li>▪ CAN read all forms of written language including specialised texts such as handbooks, course work, assessments, assignments and dissertation papers.</li> </ul>	<b>Good</b>
	<b>Level 3 Intermediate</b>	<ul style="list-style-type: none"> <li>▪ CAN contribute to lectures and meetings</li> <li>▪ CAN argue for or against a case</li> <li>▪ CAN take and pass on most messages</li> <li>▪ CAN understand extended speech &amp; lectures</li> <li>▪ CAN follow complex lines of argument</li> <li>▪ CAN interact with a degree of fluency and spontaneity that makes interaction with first language speakers possible.</li> <li>▪ CAN present clear, detailed descriptions on a wide range of subjects</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN deal with all routine requests for information or services.</li> <li>▪ CAN write clear, detailed text on a wide range of subjects related to his/her subjects/interests.</li> <li>▪ CAN write an essay or report, passing on information or giving reasons in support of or against a particular point of view.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand most correspondence, reports and factual product literature</li> <li>▪ CAN read articles/reports</li> </ul>	

	<b>Level 2 Basic</b>	<ul style="list-style-type: none"> <li>▪ CAN describe simple experiences and events</li> <li>▪ CAN give simple opinions and plans <ul style="list-style-type: none"> <li>▪ CAN state simple requirements <ul style="list-style-type: none"> <li>▪ CAN ask/answer simple questions</li> </ul> </li> <li>▪ CAN offer simple advice to clients</li> </ul> </li> <li>▪ CAN understand main points of discussion <ul style="list-style-type: none"> <li>▪ CAN enter unprepared into conversation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN make simple notes at a meeting or seminar where the subject matter is familiar and predictable.</li> <li>▪ CAN write simple connected texts on familiar topics</li> <li>▪ CAN exchange information on familiar topics and activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand non-routine letters and reports/articles <ul style="list-style-type: none"> <li>▪ CAN understand text that consist mainly of high frequency everyday work related language</li> <li>▪ CAN understand simple short reports or product descriptions on familiar matters</li> </ul> </li> </ul>	<b>Fair</b>
<b>Welsh desirable</b>	<b>Level 1 Entry</b>	<ul style="list-style-type: none"> <li>▪ CAN use and recognise simple phrases and sentences</li> <li>▪ CAN handle very short interactive exchanges but not enough to keep the conversation going</li> <li>▪ CAN take and pass on simple messages</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN write a simple routine request to a colleague</li> <li>▪ CAN write a short note to a colleague</li> <li>▪ CAN write short, simple notes and messages</li> <li>▪ CAN fill in forms with simple details</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand and read very short, simple texts</li> <li>▪ CAN find specific, predictable information in simple everyday material such as advertisements , prospectuses and timetables</li> </ul>	<b>Poor</b>
	<b>Level 0</b>	<ul style="list-style-type: none"> <li>▪ No Welsh language skills at all</li> </ul>	<ul style="list-style-type: none"> <li>▪ No Welsh language skills at all</li> </ul>	<ul style="list-style-type: none"> <li>▪ No Welsh language skills at all</li> </ul>	<b>None</b>

# MAIN CONDITIONS OF SERVICE

## ADMINISTRATIVE, PROFESSIONAL, TECHNICAL AND CLERICAL STAFF (APT&C)

1.	<b>Post Grade:</b>	Appointments will be made to the initial point of the scale indicated in the Job Description. Employees receive an additional increment every April until the maximum point on the scale is reached.
2.	<b>Payment of Salary:</b>	Monthly by credit transfer into a bank or building society account.
3.	<b>Leave Entitlement:</b>	For a <u>full time</u> employee the basic leave entitlement is 28 days per annum, rising to 32 days after 5 years service. Eight statutory bank holidays, and five additional days which are fixed by the college. This entitlement is applied pro rata for part time employees. Holiday year September to August. Holiday entitlement for one holiday year cannot be taken in subsequent holiday years, in some exceptional cases up to 5 days (pro rata) may be rolled forward by agreement of the Principal. NB. All staff working term time only will be entitled to a pro rata payment in lieu of annual leave which will be taken outside of term time.
4.	<b>Medical Assessment:</b>	Your contract of employment will be subject to a satisfactory medical assessment. A medical examination will only be necessary if deemed advisable by the College Medical Advisor.
5.	<b>DBS (Disclosure &amp; Barring Service) Check:</b>	Your contract of employment will be subject to a Disclosure & Barring Service (DBS) check (which may include spent convictions under the Rehabilitation of Offenders Act). Having a criminal record will not necessarily be a bar to obtaining a position within Coleg Sir Gâr, please refer to the Recruitment of Ex-Offenders Policy which is available on the Intranet or alternatively we will provide a copy on request. A copy of the DBS's Code of Practice can be downloaded at <a href="http://www.homeoffice.gov.uk">http://www.homeoffice.gov.uk</a> or alternatively we will provide a copy on request.
6.	<b>Pension:</b>	You will automatically become a member of the Local Government Pension Scheme unless you choose otherwise. If you elect not to be a part of the scheme you must complete the appropriate opt out form available from the Dyfed Pension Fund. There will be a range of contribution rates between 5.5% & 7.5% dependent on your Full Time Salary for Pension purposes.
7.	<b>Period of Notice:</b>	One month.
8.	<b>Probationary Period:</b>	The appointment is subject to a term of probation of 6 months.
9.	<b>Vehicle Insurance:</b>	It is a condition of your employment that any motor vehicle insurance policy that you have, or covers your driving activities, for or in relation to the College expressly indicates that you are covered for Business Use.
10.	<b>Smoking Policy:</b>	Coleg Sir Gâr has a No Smoking Policy.
11.	<b>Sickness Payment:</b>	The sickness pay scheme provides allowances based on length of service, with a maximum of 6 months full pay and 6 months half pay after 3 completed years' service.
12.	<b>Health &amp; Safety:</b>	<p>Coleg Sir Gâr accepts its obligations under the Health and Safety at Work Act 1974 for ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees.</p> <p>A further objective is to involve everybody at the workplace – management and employees – and to create an awareness of the importance of achieving high standards of health and safety.</p> <p>All employees must be aware of their duties to take care of their own health and safety and that of other persons who may be affected by their acts or omissions at work and to co-operate with College in meeting its statutory duties.</p> <p>The College has issued a general statement of health and safety policy which sets out the aims and objectives for improving health and safety at work.</p>
<p>These are provisional terms &amp; conditions and may be subject to change.</p>		



## POST: EDUCATIONAL SUPPORT ASSISTANT ENTRY

- ◆ Should you wish an acknowledgement of receipt of your application form, please complete the tear off slip below and return with a SAE.
- ◆ Please note that if you are shortlisted for interview the college will take up references prior to interview, unless a request not to do so is clearly made on the application form.
- ◆ If you have not received correspondence from the College by 30th September 2020 you may assume that you have not been considered to be a shortlisted candidate. The College does not notify unsuccessful candidates.

Name: .....

Address: .....

.....

I wish receipt of the enclosed application form to be acknowledged and I enclose a SAE.