

## JOB DESCRIPTION

|                       |                          |
|-----------------------|--------------------------|
| <b>TITLE</b>          | LLDD Classroom Assistant |
| <b>LOCATION</b>       | Leap Centre              |
| <b>RESPONSIBLE TO</b> | High Needs Manager       |

### OVERALL PURPOSE OF THE JOB

To support the delivery of teaching and learning of LLDD learners requiring very specific individual needs. Developing personal, social, development skills and supporting independent living needs. Working with the learners to achieve personal, educational and career aims. Provide pastoral support, mentor, motivate and support learners to address barriers to education and employment. In conjunction with Managers identify and implement systems to ensure continuous quality improvements as defined by the Ofsted Inspectorate as good to outstanding provision.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the educational, personal and social development of LLDD learners;
- Provide pastoral support, mentor, motivate and support LLDD learners to address barriers to education and employment;
- Support the curriculum to meet the needs of the learner to promote active learning opportunities, encouraging active participation by learners, ensuring appropriate methods and resources are used within teaching sessions;
- Use interactive resources and innovation to stimulate, motivate and challenge individuals to meet their agreed targets;
- Support the learner to develop skills and abilities to promote independent living;
- Attend and contribute to monthly team meetings;
- Provide support and take appropriate action to ensure learner retention and achievement;
- Ensure full compliance with health and safety legislation and the organisation's health & safety policy and procedures ensuring a safe environment for learners internally and with employers;
- Actively promote the organisation's equality and diversity policy (single equality scheme) and observe the standard conduct which prevents discrimination taking place;



- Ensure full compliance with the organisation's safeguarding of learners policy, practices and procedures. To include compliance with an enhanced DBS registration and legal requirements under the DBS legislation
- In conjunction with Senior Managers identify and implement systems to ensure continuous quality improvements as defined by the Ofsted Inspectorate as good to outstanding provision;
- Attend and participate in team and curriculum meetings;
- Be responsible for own self-development on a continuous basis, including undertaking and participating in staff development and training as appropriate;
- Comply with and follow Morthyng's policies and procedures in force and with terms and conditions of employment within the signed contract of employment;
- Undertake other such duties as Morthyng Limited management shall deem appropriate for the level of responsibility involved.

## PERSON SPECIFICATION

| LLDD Classroom Assistant                                                                                         | Method and Stage of Assessment |    | Weighting |   |
|------------------------------------------------------------------------------------------------------------------|--------------------------------|----|-----------|---|
|                                                                                                                  | Short listing                  | S  | Low       | 1 |
|                                                                                                                  | Application Form               | AF | Medium    | 2 |
|                                                                                                                  | Interview                      | I  | High      | 3 |
|                                                                                                                  | Certificates                   | C  |           |   |
|                                                                                                                  | Reference                      | R  |           |   |
| <b>SKILLS AND ABILITIES</b>                                                                                      |                                |    |           |   |
| <b>Essential</b>                                                                                                 |                                |    |           |   |
| Ability to support learners with learning difficulties and/or disabilities                                       | S; I; AF; R                    |    | 3         |   |
| Ability to aid the development of appropriate materials and strategies to support learners                       | S; I; AF; R                    |    | 1         |   |
| Ability to support the delivery to individuals or groups with differentiated activities                          | S; I; AF; R                    |    | 1         |   |
| Computer literate                                                                                                | S; I; AF; R                    |    | 2         |   |
| Organisational and planning skills                                                                               | S; I; AF; R                    |    | 3         |   |
| <b>Desirable</b>                                                                                                 |                                |    |           |   |
| Ability to use new technologies to support enhanced teaching and learning                                        | S; I; AF                       |    | 1         |   |
| Other skills to offer (for enrichment classes)                                                                   | S; I; AF; R                    |    | 1         |   |
| <b>EXPERIENCE AND KNOWLEDGE</b>                                                                                  |                                |    |           |   |
| <b>Essential</b>                                                                                                 |                                |    |           |   |
| Experience of working with learners with learning difficulties and/or disabilities                               | S; I; AF; R                    |    | 1         |   |
| Experience of supporting learners with learning difficulties from moderate to profound and multiple difficulties | S; I; AF                       |    | 2         |   |
| <b>QUALIFICATION SPECIFICATION</b>                                                                               |                                |    |           |   |
| <b>Desirable</b>                                                                                                 |                                |    |           |   |
| Level 2 literacy and numeracy/GCSE                                                                               | S; I; AF; C                    |    | 1         |   |
| Level 3 or above qualification                                                                                   | S; I; AF; C                    |    | 1         |   |
| Demonstrable and proven track record of professional development                                                 | S; I; AF; C                    |    | 1         |   |

**LLDD Classroom Assistant**

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| <b>PERSONAL ATTRIBUTES</b>                                                      |             |   |
|---------------------------------------------------------------------------------|-------------|---|
| <b>Essential</b>                                                                |             |   |
| Enthusiasm, creativity and drive to promote learning opportunities              | S; I; AF    | 3 |
| Takes responsibility for safeguarding and promoting the welfare of young people | S; I; AF; R | 3 |
| Flexibility, adaptability and a willingness to embrace change                   | S; I; AF; R | 3 |
| Keen to develop independent learning and e-learning opportunities for learners  | S; I; AF    | 2 |
| Able to work as part of a team                                                  | S; I; AF; R | 3 |
| Prepared to work under own initiative and to deadlines                          | S; I; AF; R | 3 |
| High level of written and oral communication skills                             | S; I; AF; R | 2 |
| Conscientious, honest and reliable                                              | I; R        | 3 |
| <b>Desirable</b>                                                                |             |   |
| Cheerful disposition                                                            | I; R        | 3 |
| Driving licence                                                                 | S; I; AF    | 1 |

**NB**

If the applicant is short listed, any relevant issues arising from references will be addressed at interview. If, at the time of the interview, references are not available, due to late receipt or not obtained in accordance with the applicant's request, any issues relating to references will be raised with the applicant at a later date as appropriate; but prior to appointment.

Original certificates must be available for verification at the interview stage.