

NEWHAM COLLEGE LONDON

Job Description

Job Title	Additional Learning Support (ALS) Tutor
Department	SEND & ALS
Reports to	Head of ALS
Contract	Permanent
Location	One of the College centres, as appropriate to areas of responsibility of the post

Our Vision & Values

“To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.”

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person's list check.

Job Purpose

The post holder will make a full contribution to the design, delivery, and development of learning support, and ensure that learners who require additional learning support have access to education, training, and accreditation at Newham College. You will work as part of the ALS Team and support learners to develop their independence skills, further their academic progress and advocate for learners where required.

To undertake these professional duties as a member of ALS Team, and contribute constructively and creatively to:

- Service planning, target setting, monitoring and review of support systems
- The maintenance and improvement of service delivery
- Contributing to efficiency and effectiveness in the use of resources and achievements of outcomes
- Contributing to effective team and other professional relationships
- Contributing to the team's performance
- Ensure that the highest standards possible of customer service and care are always provided

Key Duties and Responsibilities

1. Undertake initial, continuous (formative) and summative assessments of learners' support needs in liaison with learners, parents, teachers, and any other relevant professionals.
2. Contribute to the development and design of support systems within the area responsibilities of this post.
3. Undertake and contribute to the development of learning resources and independent learning strategies.
4. To support learners in their learning, social and personal development.
5. Lead small group learning activities in areas such as literacy / numeracy.
6. To arrange learners' annual review meetings, contribute to support planning processes and update learner monitoring paperwork including Support Plans and Positive Behaviour Plans where required.
7. To take part in staff meetings, case reviews, and other meetings essential to supporting learners' progress.
8. Liaise closely with Head of ALS to agree appropriate levels of support for learners with additional learning needs and disabilities across college sites.
9. To take part in staff training relevant to the post and share good practice.
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11. Assist in the marketing of support services and the College including liaison with schools, employers, training agencies, universities, attendance at marketing events; and identify new market opportunities in your area; and foster partnerships with other agencies where appropriate.
12. Maintain, organise, and make available to college management all statistical information in the forms of a service file and other records; to include learner attendance, performance, and achievement; records of any resources or projects placed under your direction and control; and other general information.
13. To regularly supply information that can contribute to effective claiming of funds and resources.
14. Ensure constant quality improvement and achievement of the highest possible standards.

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15. Undertake regular and systematic monitoring of achievement of all targets set for your area of work.
16. Contribute to the co-ordination and support of learning support assistants as required.
17. Manage all resources under your control effectively and efficiently, and in accordance with College Rules and regulations.
18. Assist with the specification of equipment, accommodation and other resources required for the full development of the team's programmes.
19. To always set the highest standards of behaviour, including a caring, positive, and helpful approach to all College customers, visitors, and enquiries.
20. Act always in full compliance with relevant statutory requirements and College policies, rules, and regulations.
21. To maintain professional relationships with learners, parents or carers and staff
22. Respond appropriately to requests from learners for support in the learning process to maximise their skills, abilities. potential and independence.
23. Support the physical, intellectual, emotional, and social development of learners, including contributing ideas and suggestions to support planning, to meet their development needs.
24. Assist with behaviour management in and out of the classroom with support from the teaching team, curriculum team and ALS management team.
25. Attend course, directorate, College wide meetings and CPD sessions.
26. Follow risk assessments and emergency procedures which are in line with college policy.
27. To undertake other duties as may be required within the grade of the post.

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Person Specification: Learning Support Work (SEND)

Qualifications	Essential	Desirable
Minimum of Level 2 literacy and numeracy (GCSE Grade C/4)	✓	
IT skills sufficient to support learners and to develop learning resources	✓	
Level 3 in Additional Learning Support or teaching qualifications e.g. PTLLS		✓
Degree level or equivalent level experience		✓

Experience, Knowledge and Skills	Essential	Desirable
Significant recent experience of supporting learners with SEND or ALS needs	✓	
Experience of a range of specific learning disabilities and additional needs	✓	
The experience/ interest or relevant qualification to support in vocational contexts e.g. IT, Health and social care, hair and beauty etc	✓	
Experience of managing complex behaviour and the emotional and physical resilience to work with learners who display behaviours that challenge	✓	
The willingness and skill to undertake direct personal care tasks as required, including using a hoist	✓	
To have a flexible approach in order to support learners according to their EHCP or support plan	✓	
An understanding of health and safety requirements of a working environment.	✓	
Demonstrate an understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge.	✓	
Good standard of written/verbal communication skills	✓	
Good interpersonal skills and the ability to communicate effectively with colleagues, students, parents/carers, and external agencies	✓	
Self-starter, well-motivated, reliable and enthusiastic with a successful track record in continuous personal development in issues related to SEND	✓	

Other qualities	Essential	Desirable
A satisfactory DBS disclosure at Enhanced level.	✓	
Demonstrable commitment to the College's vision and values.	✓	

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager. This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade. Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at different sites within Newham College. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.