

JOB DESCRIPTION

Job Title:	Higher Level Learning Support Assistant (HLLSA)	Service Area:	Percy Hedley Foundation – Hedley’s Hub (part of College and Hedley’s Horizons)
Responsible To:	Assistant Principle	Salary:	Points 12-17

JOB PURPOSE

To take the lead in ensuring high standards of care for disabled students at all times, with includes working as part of team.

MAIN DUTIES

- To coach and mentor support staff ensuring high standards and outstanding practice, including supporting the induction of new staff and performance management and development of a team of special support assistants (SSA).
- To support the running of the department by carrying out reasonable routines (e.g. organising rotas, cover etc.)
- To become familiar with all aspects of the college routines, methods, equipment and polices to ensure a safe and stable routine for the students. This includes making resources which fit the necessary requirement as specified by the team for use both at home and in college.
- To monitor and manage the welfare of a team of SSA’s in line with the attendance management policy and procedure.
- To participate and collaborate in the planning and implementation of programmes and/or topic based approaches where required. This will include the regular planning and leading of sessions.
- To teach groups or individual learners on work planned with the tutor or therapists.
- To promote student’s all-round development, maximising the learning opportunities wherever possible. This will involve a range of activities such as, structured/unstructured activities, interaction and organisation.
- To accompany on regular outings, taking part in the preparation for the outing and in the follow-up work.
- To help to develop social and life skills and take part in independence training where appropriate.
- To become familiar with college and therapy routines, methods, equipment etc., so that there is continuity of approach.
- To establish and maintain good relationships with learners and their families
- To be involved in establishing and maintaining contact with home and where appropriate, make home visits.

- To fully ensure the safety of all learners, including administering first aid and when necessary accompanying a student to hospital. This includes taking preventative measures to ensure that the environment and resources in use are safe and appropriately organized to meet the needs of the group.
- To assist in areas of personal hygiene appropriately.
- To collect and administer prescribed medication and carry out some clinical procedures, where necessary with appropriate training, as instructed by the college nurse.
- To be involved in the mealtime management and supervising of learners at break times.
- To be actively involved in personal development such as on and off-site training, specifically when required to meet the needs of certain pupils, attending regular staff meetings and contribute to reports when necessary.
- To establish and maintain good working relationships with all professionals both within the teams and those visiting.
- To carry out any other duties reasonably requested by the Assistant Principle.

ORGANISATIONAL STANDARDS

Professional duties

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive:

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Discipline, Health and Safety:

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Equality and Diversity:

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and

environment.

Safeguarding:

-Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.

-The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality:

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support

-Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

SUMMARY OF KNOWLEDGE, SKILLS & EXPERIENCE

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> - HLTA or appropriate qualification -Willingness to undertake further qualifications and any in service training appropriate to the role. -Excellent literacy & numeracy skills. 	-Level 2 signing (BSL) or above NVQ II/III	Application form Qualifications checked with job offer.
Experience	-Wide experience of supporting learners with PMLD, HI or autism in education.	-At least 3 years experience of working with adults with PMLD, HI or autism within an education setting.	Application form. Interview.
Personal Qualities	<ul style="list-style-type: none"> -Flexible -Team Worker -Positive attitude and enthusiasm. -Willingness to learn and be guided by other staff -Committed to providing high standards of service -Ability to mentor and coach other SSAs with respect 		Application form. Informal visit. Interview.
Skills and Abilities	<ul style="list-style-type: none"> -Ability to empathise with the needs of disabled people -Good communication skills 	-Working with people who have complex needs.	Application form Informal visit. Interview.
Knowledge	<ul style="list-style-type: none"> -An awareness of health & safety/ safe working practices -Willing to implement the safeguarding and equality and diversity agenda 	-Person centred approaches. Sensory approaches.	Application form Informal visit. Interview.

