Learning Support Assistant

Type of role: Full-time or part0time (0.8) , permanent

Annual salary: £23, 479

Holidays: 45 days (during College holidays) plus Bank Holidays

Starting: Immediate

Location: Victoria (with a year in Tottenham Hale)

We are Ada. The National College for Digital Skills. The only specialist computing Sixth Form College in the UK.

Are you interested in joining the leading digital skills college in the country? Are you passionate about working with the next generation of outstanding digital pioneers? Do you want to actively work with major industry partners as a part of a project-based curriculum?

Based in Tottenham Hale, North London, the Ada sixth form opened its doors in 2016 and delivers a ground-breaking curriculum focused on Computing, Mathematics, Business Studies, Psychology, Graphics and Media.

As a learning support assistant at Ada you will be an influence on every student's learning experience. Each Ada sixth form student studies BTEC (RQF) Computing at Level 3, with many opting to specialise through the study of the Extended Diploma, whilst others combine the Diploma size qualifications with additional A Level courses. Many of these students progress to Degree Apprenticeships in technology related fields with organisations such as Deloitte, Bank of America, JP Morgan, Goldman Sachs, KPMG and many more.

Ada is an amazing place to work. From our tech industry inspired campus to our collaborative work with companies such as Deloitte, Salesforce, Bank of America, King Games and many more, Ada is a ground-breaking institution. Our social mission is to raise the numbers of female, BAME or disadvantaged students moving into the tech sector and undertaking flourishing digital careers and this mission has driven us to be the best in the sector. As a growing college, drawing students from the greater London area and beyond, Ada retains a focus built around the five values of curiosity, collaboration, creativity, rigour and resilience.

So if you want to be part of an outstanding organisation and believe you can make a difference to our young people's lives, we look forward to you applying for the role.

Tina Götschi

Principal

Purpose:
To provide high-quality support to all students especially those with additional need and to actively work under the direction of the SENCo and teaching staff to support student achievement both in and out of the classroom. There could be an expectation to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.

The successful applicant will be experienced in supporting students with a range of learning needs including challenges with concentration and retention of knowledge, and those who may have diagnosed learning differences such as Autism Spectrum Disorder, Dyslexia, Dyspraxia as well as English as Additional Language students. Some students will hold an Education Health Care Plan (EHCP).

Good interpersonal skills are essential as the work will involve interacting with a range of different students with varying learning needs, as well as with teachers, other support staff, industry volunteers, as well as parents and carers.

The postholder will need to have an enthusiasm for supporting the development and progress of individual students encouraging them to engage fully with college life whilst being motivated to contribute to the smooth running of our high performing college on a day-to-day basis.

Main responsibilities and duties
Support for Students
- Use specialist skills/ training/ experience to support students
- Establish productive working relationships with students, act as a role model and set high expectations
- Promote the inclusion and acceptance of all students and staff within the organisation.
- Support students consistently whilst recognising and responding to their individual needs
- Read the EHCPs and/or stored information for your assigned student/group and be aware of the specific needs and planned strategies for your learners including the delivery of programmes of work and implementation of individual targets
- Encourage students to interact and work cooperatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Assist students who have physical difficulties in their mobility around the College and in ensuring equipment is available eg. accompany students leaving class early, ensure books/equipment are available for each class, supervise alternative activities where necessary
- Provide feedback verbal and written to students about progress and achievement
- To supervise individual students, small groups or whole classes as required
- To support students with their attendance and punctuality by making phone calls, attending meetings or conducting home visits with another member of staff
- When required, to support students with remote access to teaching and learning resources

Support for Line Manager and Teachers
- Work with teachers to establish an appropriate learning environment
- Work with teachers in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives

- Provide objective and accurate feedback and reports as required, to the Line Manager on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the Line Manager contributing to reviews of systems/ records as requested
- Maintain running records for students with EHCPs to reflect the work that is being undertaken and contribute to formal review processes led by the SENCO, such as termly support plan meetings and annual reviews
- Assist in the development and implementation of behaviour management strategies and promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behaviour
- Liaise sensitively and effectively with parents/ carers as agreed with the Line Manager within your role/ responsibility and participate in feedback sessions/ meetings with parents, or as directed
- Administer and assess routine tests and invigilate exams/ tests or act as reader, scribe or other suitable support roles within the examinations process, following any necessary training
- Collaborate with the Line Manager and individual teachers to find appropriate 'next steps' for high need learners and support them with applications where they are progressing to external provision/work
- Provide general clerical/ admin support eg. photocopying, making lists, recording information, filing, producing worksheets for agreed activities etc.
- Under the direction of teachers, prepare the classroom for lessons and clear afterwards as appropriate

Support for the Curriculum
- Implement agreed learning activities/ teaching programmes, adjusting activities according to student responses/ needs
- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- Support the use of technology in learning activities and develop students' competence and independence in its use
- Help students access learning activities through specialist support
- Assist with determining the need for specialist resources and help to develop lesson and work plans where these can be used to the best effect.

Support for the College
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and GDPR, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/ student/ teacher/ College/ work and keep confidence as appropriate
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the College
- Deal with or report incidents which are seen or reported regarding students' welfare
- Appreciate and support the role of other professionals
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the Line Manager, to support the achievement and progress of students
- Attend and participate in regular meetings, supervision and performance management
- Provide support with reasonable administrative requests within the Sixth Form team or more widely to support the college

- Recognise your strengths and areas of expertise and use these to advise and support others
- Undertake planned supervision of students out of core learning hours, such as at open evening events or other occasions
- Supervise students on visits, trips and out of College activities as required
- Support and participate in whole College events and meetings

Continuing Professional Development
- Take responsibility for personal professional development in conjunction with the Line Manager, keep up-to-date with research and developments related to College efficiency which may lead to improvements in the day-to-day running of the College;
- Undertake any necessary professional development as identified by KPIs or the Performance Development Review cycle taking full advantage of any relevant training and development available.

Safeguarding
- Be fully aware of and understand the duties and responsibilities arising from the College's Safeguarding Policy
- Ensure that your line manager is made aware and kept fully informed of any concerns that you may have about safeguarding and/ or child protection.

Other
- Carry out any other duties as may be required from time to time at the direction of the Senior Leadership team and the Principal.

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated and that it relates to the job to be performed. This process is carried out through discussions with Management. You are expected to participate fully in this review and, following discussion, update your job description as is considered necessary or desirable.

Person Specification
- Committed to supporting the distinctive nature of Ada's mission, digital specialism and culture
- Relevant professional experience and/ or qualifications
- Good levels of literacy and numeracy to confidently support students with literacy and also with numeracy at levels 2 and 3
- Strong communication skills, to be able to work with a range of learners and other stakeholders, including parents/carers and teaching staff
- Experience and/or expertise in successfully supporting students with complex learning needs
- Competence with IT packages generally used in the classroom
- Recent and relevant professional development
- Willingness to further develop professional skill
- Ability to challenge, motivate and empower students
- Ability to recognise the needs of students and raise standards
- Ability to manage resources efficiently
- Genuine enjoyment of working with young people
- Commitment to inclusion for all
- Excellent communication, interpersonal and organisational skills
- Committed to working constructively as part of a team, understanding classroom roles and responsibilities and your position within these
- Committed to supporting and promoting the extra-curricular life of the College
- Boundless enthusiasm and a positive outlook
- Capacity to work very hard under pressure and to meet all deadlines set

- Personal integrity and the drive to do what is best for the students

Safeguarding

Ada, the National College for Digital Skill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful candidate will be required to have an Enhanced Disclosure and Barring Service (DBS) check and references will be sought from previous employers before commencing employment. Other related pre-employment checks appropriate to the post will also be carried out.

Equity, Diversity and Inclusion

Ada National College for Digital Skills recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the College's commitment to equality and diversity

- To provide and promote equality of opportunity in all areas of its work and activity
- To recognise and develop the diversity of skills and talent within its current and potential community
- To ensure that all employees and prospective employees of the College are treated solely based on their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation
- To promote good relations between individuals from different groups

Applicants with disabilities

We are keen to increase the number of disabled people we employ. We, therefore, encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact HR@ada.ac.uk

Sponsorship

Sadly, we are unable to offer sponsorship for this role so can only accept applications from candidates who will have the legal right to work and remain in the United Kingdom after the DATE

How to apply

Please complete the application form and include a cover letter addressing how you meet the person specification and email it to jobs@ada.ac.uk.