



Co. Reg. No: 4335980

Blackford Education (Schools) Ltd

LIBRA

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JOB DESCRIPTION and PERSON SPECIFICATION for Full or Part Time Learning Support Workers

Salary: circa £7.83 gross per hour, dependent on experience/qualifications

Hours: 39 weeks (term time) plus 5.6 weeks holiday positions £14272*

52 weeks including 6 weeks holiday positions £16640

Additional sleep in work is available on a bank contract if desired.

*This post is non-residential

Start Date: Negotiable (pending clearance from the DBS via the completion of an Enhanced DBS Form, as well as satisfactory signed references)

LIBRA is an organisation dedicated to the care and education of young people usually aged between 5 and 18. LIBRA's main aim is to restore balance and harmony to the life of each child placed with us and to prepare the child for a future life utilising his/her abilities and talents. Each young person is housed individually with a dedicated team of staff in individual homes in North Devon and Somerset. The majority of young people are referred by Local Authorities throughout Great Britain. Many will have come from traumatised backgrounds and will show instances of challenging behaviour.

LIBRA provides a holistic approach to care and education by assisting these young people in their transition to a fulfilling adult lifestyle. A team of residential care staff, teachers and support staff work with each child on an individual basis - the emphasis being on a family team. The team is supported by therapists and counsellors. Work of this nature can sometimes be frustrating and at times difficult. However it can also be a challenge, very stimulating and extremely rewarding.

Learning Support Workers work term time (38 weeks throughout the academic year). Holiday entitlement for the full time post is 5.6 weeks including Bank Holiday provision (holiday is reduced pro rata for part time posts). Holidays during term time are not permitted. You will also need to attend training when required. There is a strong in-house training programme and we are committed to individual staff professional development.

Your normal place of work will be Edgemoor Court, South Radworthy, Heasley Mill, South Molton, Devon, EX36 3LN. However, you are also expected to work at any of the company's establishments should any young people require education at their home (unit).

- LIBRA is committed to ensuring that all members of its community, including young people and staff are treated fairly and equally regardless of their race, colour, gender, nationality, religious or political beliefs, ethnic or national origin, age, gender reassignment, marital status, sexual orientation, social background or disability. Appointments will be made solely on merit.
- LIBRA operates a no smoking policy.
- LIBRA is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers. This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

This post is dependent on the child remaining in education at LIBRA school.

MAIN PURPOSE OF JOB

To work with and support LIBRA young people with their learning under the supervision of senior staff. To assist staff regarding learning and education development of our young people, in accordance with LIBRA's policies, procedures and good practice under the direction of the Directors, Head Teacher, Curriculum Manager and School Manager. Your Line Manager is Gina Maynard (Senior Learning Support Worker).



RESPONSIBILITIES

- You will have a responsibility for safeguarding and promoting the welfare of children and must therefore be suitable to work with children.
- Contribute to the normal development of the young people through provision of assistance with education and learning, with a consistent and caring approach.
- Assist in maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- Encourage pupils to think and talk about their learning, development of self control, independence, concentration and perseverance.
- To be alert to signs of distress or abuse and to ensure that the young people are monitored and protected – to report any concerns to senior workers.
- To be sensitive to the needs of individual young people, taking account of race, culture, language and religion.
- To act as an appropriate role model at all times.
- To talk and listen to children and to observe their behaviour and record significant features.
- To contribute to meetings as required and to assist in the implementation of education plans.
- To assist where requested, help to control young people who need boundaries set to their behaviour and when necessary carry out restraints following our in-house training.
- To be able to work closely with the Senior Management Team, Children's Home Managers, RCCO and administration staff.

Working with Children

- In terms of working with children, please make sure you have read Libra's Safeguarding Policy and Procedures, the DfE's 'Keeping Children Safe in Education' **September 2016** and Guidance for Safer Working Practice for Adults who work with Children and Young People. All of which were sent to you when you took up your post and are available on request from the office. Libra's induction programme will provide full instruction and guidance on best practice, procedures and protocol in terms of working with children.
- If you have any concerns you must refer to Safeguarding Policy and supporting Flowcharts, or in discussions with Libra's Safeguarding Lead (Gina Dyer) or her Deputy (Clive Crosby). Please see the photoboard in school reception to identify these staff as soon as you arrive at Libra.
- Additionally, for your information, all staff are expected - under equal opportunities for all, to work with all children. The role requires you to work professionally, acting as a suitable role model, and manage all children you are required to work with and to follow Libra's guidance and the behaviour plans accordingly and without fail.

Administrative Responsibilities

- To complete all administration required by the Directors, Head Teacher, School Manager, Curriculum Manager.
- To complete any other administration procedures required by Ofsted, the School Manager.

Relationships with Colleagues

- To be part of the staff team, supporting colleagues and being prepared to receive support as necessary.
- To participate in staff meetings as required.
- To act flexibly, within reasonable boundaries, in order to ensure the necessary cover, this might involve covering some lessons.
- To inform colleagues of relevant developments, for example, poor behaviour or issues that maybe affecting the Young People.
- To ensure you are aware of all risk assessments appertaining to students.
- To work in a manner that reflects the principles of the Children Act and appropriate Libra policies and procedures.

On Site Responsibilities

- To report health and safety issues that may arise to the School Manager
- To care for the fabric, equipment and grounds.
- To ensure you are up-to-date with risk assessments relevant to your role.



Personal

- To keep abreast of good practice in order to develop skills, knowledge and experience in accordance with personal development reviews.
- To report to the Directors, Head Teacher or School Manager or other appropriate person, malpractices or suggestive evidence.
- To take part in all relevant training including behaviour management and child protection.
- The ideal candidate will be adaptable, enthusiastic and patient, able to work well as part of a team and have a good sense of humour.

Personal

An induction training programme is in place to cover all areas that are required for you to undertake this role. Details will be forwarded to you when you take up your post.

Transport

Libra does not provide transport to work, however, if you are from the West Somerset area, there might be transport options available – but these are not guaranteed. If you are from the Bideford/Barnstaple area there are some car sharing options with other members of staff.

SUPPORTING PROCESSES

Problem Solving and creativity

The young people may present behavioural and emotional difficulties during their education, which require immediate response and resolution or referral to an appropriate professional.

Decision Making

Duties are undertaken with clear operational guidelines, policies and procedures. Decisions are made on the immediate needs of the young people and on the need to refer for further advice.

Physical Effort and Working Conditions

The role involves mainly indoor work with periods of standing, sitting, walking and some manual handling of persons and equipment. There is a potential for exposure to risk of verbal or physical abuse effecting personal health and safety relating to the provision of care. This will vary depending on the young person.

March 2018