



FAIRFIELD
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Charity No. 273924



Fairfield Trust Job Description and Person Specification

Job title: Senior Learning Support Assistant	
Work base: Fairfield College, Dilton Marsh	Team: Education
Hours of work: 40 hours per week Term Time Only - 8.00am – 4.30pm Mon- Fri (+ 2 weeks during college holiday periods to be agreed in advance with line manager and to meet business need)	Salary: £24,435.36 per annum

Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

This role involves regulated activity, a DBS check will be required before appointment is confirmed

Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are: an independent specialist college for young people with learning difficulties and disabilities; residential and care services and a series of commercial ventures; including a pub, an animal park, a café and shop.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

Teamwork: We hold ourselves and each other to account, and are better when we work together

Compassion: We act with trust, honesty and kindness in everything we do

Inclusion: We treat each other fairly and with respect

Innovation: We encourage thoughtful, creative and aspirational ideas

Pride: We encourage each other to be proud of who we are and what we do

Fairfield College offers a variety of study programmes for young people, developing skills for work and employability across a range of subject areas and sites. All sessions are supported by a team of highly experienced and qualified Learning Support Assistants. The ALS Manager leads this team, and the role of Senior Learning Support Assistant will be crucial in supporting the ALS Manager and to provide cover in their absence. There are two roles available, with an expectation that 50 % of the role will be direct in-class support.

As an emerging leader, you will have experience of supporting colleagues and a drive to learn how to lead teams. You will be willing to provide training and support to young people with SEND and to demonstrate high aspirations and a can-do attitude through your role modelling and engagement. You should have a commitment to achieving excellent outcomes in supporting colleagues to ensure young people achieve and progress.

You will be self-motivated with the ability to work independently, prioritising your workload. The post reports to the ALS Manager but you will work directly with other members of the college management team.

This is a term time only post + 2 weeks during college holiday periods to be agreed in advance with line manager and to meet business need.

All Trust employees will be required to submit a DBS application, at the appropriate level for the role, prior to employment being confirmed.

Main duties

- Lead on key areas of learning support under the direction of the ALS Manager (for example this could involve stepping up in their absence, report writing and auditing key functions)
- Lead on covering staff absence in collaboration with other managers
- Support the learning of learners in session, following the direction of tasks sets by the tutor
- Take a proactive approach using your skills, knowledge and experience, and by using your initiative to best support the learning and behavioural needs of learners
- Act as a role model of best practice when it comes to championing our values
- Act as a role model of best practice to your colleagues in the Learning Support Team, and the wider staff team across the trust when working directly and indirectly with learners
- Support tutors to ensure they have specific resources to support learner engagement
- Ensure the day-to-day smooth running of the college day and be a part of the Pastoral Team
- Support managers with the planning and preparation of non-timetabled activities
- Planning for learner personal care needs and writing Intimate Care Plans
- Lead or cover support in sessions or with personal care needs as necessary
- Provide training to the LSA team, for example medication training
- Administer medication to learners according to procedures, policies and risk assessments, maintain, implement and oversee accurate records
- Support with the management of the medication procedures, stock control, and audit of processes for signing in, returning and disposal of controlled drug on college site
- Liaise with Transport services and be point of contact for any issues or changes with external agencies and parents
- Write a variety of Risk Assessments for learners, i.e. Intimate Care, Self-Administration of Medication
- Ensure communication and information sharing is robust and effective, ensuring excellent record keeping across the Learning Support Team
- Support and understand individual learners needs and be prepared to undertake training where necessary to support more complex needs
- Monitor learners' health needs and report health issues appropriately, including Mental Health and Social, Emotional and Wellbeing, offering support, making referrals to and liaising with the Intervention Lead, and direct work with learners where appropriate
- Participate in observations to promote good practice and inform professional development
- Offer bespoke support to colleagues and young people when directed
- Work as part of the college staff team, attending meetings and working with colleagues to ensure learners have a positive and fulfilling experience at college
- Handle responsibly and sensitively any confidential information of a personal nature relating to learners
- Work at all times within the framework provided by the Trust's policies and procedures
- Attend regular staff meetings and training days and participate in activities as directed
- Any other duties that may reasonably be requested



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Supervision/management of people

Work collaboratively as part of a team.

Contacts and relationships

The post holder will:

- Report to the ALS Manager
- Work with College managers, Tutors and Support staff
- Work with the wider Trust, Fairfield Pathways and Commercial areas

Information technology

Daily use of computers that require excellent IT skills and will include using, SchoolPod(MIS), Word, Excel and web-based software.

Financial responsibility

Always ensure effective use of resources and value for money is secured for the Trust.

Equality and Diversity

You are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information. In particular, you must make sure that sufficient time is spent on ensuring that information is kept accurate and up-to-date and stored in ways that promote findability. All redundant information must be archived, deleted or physically destroyed.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Head of HR.

Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.



Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Alignment With our values	<p>Commitment to demonstrating the organisations values and behaviours in their work:</p> <p>Teamwork: We hold ourselves and each other to account, and are better when we work together</p> <p>Compassion: We act with trust, honesty and kindness in everything we do</p> <p>Inclusion: We treat each other fairly and with respect</p> <p>Innovation: We encourage thoughtful, creative and aspirational ideas</p> <p>Pride: We encourage each other to be proud of who we are and what we do</p>	
Qualifications or equivalent level of skill or knowledge	<ul style="list-style-type: none"> • Relevant qualification at level 3 or above - or a willingness to work towards one 	
Experience of	<ul style="list-style-type: none"> • Leading teams or areas of responsibility • Understanding and working with people with multiple physical and learning disabilities • Supporting young people with complex needs in an educational setting • Managing medication, managing personal care with both dignity and respect • Recording outcomes and progress against set targets for young people 	<ul style="list-style-type: none"> • Working in a setting with young people with complex needs • Delivering training
Management of people	<ul style="list-style-type: none"> • Ability to support a large team • Ability to offer guidance and support to members of the team 	



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Skills	<ul style="list-style-type: none"> • Highly personable with very good communication skills • Highly motivated, an enthusiastic self-starter with an entrepreneurial outlook • To have the ability to use systems to upkeep learner records • To show an understanding of the importance of working within Health and Safety guidelines 	<ul style="list-style-type: none"> • To have a full driving licence and a willingness to drive college vehicles
Personal qualities and motivation	<ul style="list-style-type: none"> • To be honest, trustworthy and reliable • Highly motivated and able to motivate others • Able to work with a variety of colleagues and clients from different professions and backgrounds 	
Literacy and numeracy	<ul style="list-style-type: none"> • Literate and numerate with good written and spoken English • GCSE grade 4 / C or above Maths and English, or equivalent 	
Safeguarding	<ul style="list-style-type: none"> • Displays a commitment to the protection and safeguarding of young people • Takes action and raises concerns • Forms appropriate relationships and maintains professional boundaries at work • Works within organisational policies, procedures and guidance at all times 	<ul style="list-style-type: none"> • Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults

Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

The closing date for this post is **Tuesday 4th February 2025 at 09.00am**

Interviews will take place on **Wednesday 12th February 2025**

We would welcome applications made via the Trust Application Form, available on our website; <https://fairfieldtrust.org.uk/jobs/>

Please note that we will not accept CVs.

We reserve the right to close the advertisement early if sufficient applications are received.

This job description and person specification created by the Principal & Pastoral Manager
November 2024

**Fairfield Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities**