



## **JOB DESCRIPTION**

<b>Job Title:</b>	Enrichment Support Assistant (LDD Provision)
<b>Responsible to:</b>	Training & Development Coordinator
<b>Salary:</b>	£10.25 per hour
<b>Hours of work:</b>	Variable hours depending on student numbers (programme runs 45 weeks per year; remaining weeks to be taken as leave in line with programme requirements)
<b>Location:</b>	Delivery 2 or 4 days per week (Monday to Friday) depending on needs of groups of learners
<b>Contract:</b>	Fixed term for one year (extension dependent on funding)

### **CRCC's mission**

'To enable Cornwall's communities to be vibrant, sustainable and inclusive'

### **Main duties and responsibilities**

1. Provide enrichment support to individuals and small groups of students.
2. Work with students to identify interests and goals and design activities that help them to meet these.
3. Provide opportunities for groups of young people with learning disabilities to meet together and enjoy extracurricular activities.
4. Coordinate activities and experiences that meet the needs of a small group of students.
5. Monitor student participation, enjoyment and progress.
6. Develop and maintain effective relationships with learners which promote learning and development.
7. Keep the Training & Development Coordinator informed about the progress and needs of students supported.
8. Promote an inclusive environment across the programme.
9. Liaise with parents and external agencies as required.
10. Attend team meetings as required
11. Work as part of a team to ensure that the wellbeing, behaviour and personal development of students enhances learning opportunities and life skills.
12. Participate in appraisal and professional development as appropriate.
13. Understand and apply CRCC policies.
14. Carry out duties with regard to equal opportunities, health and safety and quality assurance.
15. Any other duties that the Training & Development Coordinator may, from time to time, ask to postholder to perform.
16. Maintain confidentiality inside and outside the workplace

- 17. Transport learners to both their education provision, activities, and work experience if required (driving essential as is business insurance).
- 18. Complete and maintain professional CPD log in order to improve your skills, including those outside of mandatory requirements.

*This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary*

Signed: .....

Dated: .....

**PERSON SPECIFICATION – Enrichment Support Assistant (LDD provision)**

		Essential	Desirable
<b>Qualifications</b>	A good standard of general education	✓	
	English and Maths at level 2 or above	✓	
	Qualification in learner support		✓
<b>Experience</b>	Evidence of being in a learning support role in an education or care setting	✓	
	Experience of supporting learners on a 1:1 or small group basis	✓	
	Experience of working with students with special needs	✓	
<b>Knowledge</b>	Sound knowledge of the needs of learners relating to learning disabilities and physical disabilities and how to communicate effectively with learners for their understanding	✓	
	Sound knowledge and understanding of Adult Safeguarding and Prevent	✓	
<b>Interpersonal Skills</b>	Ability to build effective relationships with learners with complex needs to facilitate learning taking place	✓	
	Ability to build and maintain good relationships with carers and parents of learners with complex needs	✓	
	Able to work as part of a team	✓	
	Able to effectively manage students' behaviour in a positive manner with consistent clear boundaries	✓	
	Good pastoral skills, with a calm and caring approach	✓	
	Flexible approach and ability to respond to changes in circumstances – ability to 'think on your feet'	✓	
	Commitment to work together with all stakeholders including the wider community	✓	
	Able to motivate students to participate in activities	✓	
<b>Technical Skills</b>	Confident in the use of IT		✓
	Able to coordinate a programme of activities relevant to student interests and goals	✓	
	High level of written and oral communication skills	✓	
	Organised administrative skills		✓
	Drive own transport with business insurance included	✓	
<b>Qualities</b>	Trustworthy – the role includes access to sensitive information	✓	
	Reliability and consistency in approach is required	✓	
	Approachable - learners, carers and parents need to feel they can access support	✓	
	'Can do' approach and a commitment to the programme	✓	
	Tolerance, patience and a calm aptitude	✓	
	Willingness to develop expertise and undertake further training to meet the demands of a developing role		✓
	Commitment to developing and improving people's lives	✓	
	Sensitivity to the needs and expectations of individuals and to ensuring an appropriate level of responsiveness in all cases	✓	
	Commitment to high professional and personal standards of work and of conduct	✓	
	Commitment to continuous personal and institutional improvement.	✓	