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| <b>Post Title</b>         | <b>Progression Support Assistant</b>  |
| <b>Location</b>           | Craven College, Skipton (Multi-site)  |
| <b>Rate of pay</b>        | Craven College Harmonised pay scale point 2 £20,549 per annum FTE term time only, pro rata £16,202 per annum. Part time posts pro rata (36 working weeks, paid for 41 weeks)  |
| <b>Hours</b>              | Full time and part time hours available – 1FT and 2PT posts available T/O   |
| <b>Responsible to</b>     | Student Support Services Manager  |
| <b>Special Conditions</b> | <p>Hours are dependent on School timetable requirements, student numbers and classes running</p> <p>A full enhanced disclosure check via the Disclosure and Barring Service will be required for this post</p> <p>Fixed Term until 31 July 2023, extension dependent on student numbers</p> |
| <b>Closing Date</b>       | Sunday 26 March 2023  |
| <b>Post No.</b>           | B158  |

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate

**If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [hr@craven-college.ac.uk](mailto:hr@craven-college.ac.uk)**

### MAIN JOB PURPOSE

To assist teaching staff with teaching and learning of individual and small groups of students, with additional support needs.

Under the direction, support and guidance of teaching staff, taking responsibility for some learning activities within the overall teaching plan.

To ensure that the service directly contributes to positive student outcomes, improved success rates, increased employability and appropriate progression for every student who uses the service.

### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To work with students across all curriculum types and delivery to discern need, negotiate targets, plan, deliver and review personalised learning strategies;
- To seek ideas, consult with colleagues and introduce innovative ways to embed the accurate and consistent use of English and Mathematics' skills within planned learning and classroom environment as appropriate;
- You will ensure maximum engagement by your students in English and Maths, resulting in English and Maths success rates of at least the national average for 16/17;
- To support pre-planned learning/behaviour activities as directed by the tutor;
- Using agreed structured observation, as directed by the tutor, to feedback on student behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students;
- To interact with students in ways that support the development of their ability to think and learn, including the use of careful questioning;
- To support independence and enable students to successfully complete their chosen course of study and to gain the skills necessary to progress to the next level of study, work or independence and to assist in the recording of competence assessments;
- To assist in escorting and supervising students on educational visits and out of school activities;

- To carry out tasks associated with students' personal hygiene in line with specific needs, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence;
- To share appropriate information about students with tutors and other professionals as required, with due regard to professional boundaries, maintaining appropriate levels of confidentiality;
- To at all times respect the student's rights to self-advocacy whilst encouraging independence and self-help skills;
- To be aware of the objectives of each activity and relate to students in accordance with the specific wishes of the tutor, Education, Health and Care Plan (EHCP) outcomes where appropriate, College Policy and curriculum requirements;
- To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
- To assist with student travel arrangements to include collection;
- To supervise students during lunch and break times as requested;
- To assist the student with the preparation of equipment and materials for teaching sessions to include cleaning where necessary, (within the timetabled session);
- Under the direction of the tutor, to assist in the adaptation of learning materials and activities to meet the needs of individual students;
- To be vigilant and observe the health and safety regulations and practices with regard to the learning environment;
- To function as an effective team member within the department and across the College;
- To participate in course team/staff meetings where appropriate;
- To contribute to statutory annual reviews or other meetings as required;
- To participate in the College's appraisal scheme, attend relevant staff development as necessary and undertake continuous professional development in line with College policy and legal requirements;
- You will be expected to be fully conversant with and implement the College's range of equality and diversity, safe guarding and prevent policies and procedures, to ensure the health, safety and welfare of all learners and staff;

- To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, paying attention to specific needs identified by the tutor through assessment, being mindful of cultural or gender differences;
  - Any other duties commensurate with grade and status as may reasonably be requested.
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### PERSON SPECIFICATION

#### OUR BEHAVIOURS

Our behaviours are not meant to be exhaustive but serve to illustrate and bring to life the range of aspects that contribute to being an effective Craven colleague. We need everyone to bring them to life.

#### COLLABORATIVE

WORK TOGETHER TO OFFER ALL LEARNERS AND CUSTOMERS EXCELLENT OUTCOMES, BUILD STRONG WORKING RELATIONSHIPS

- Connected - Work well with others
- Innovative - Creative and solutions-focussed, work inventively, generate new ideas
- Responsible - Takes ownership, completes work well and on time

#### ASPIRATIONAL

ABLE AND WILLING TO EVOLVE, ACHIEVE POTENTIAL, ADAPT TO CHANGING ENVIRONMENTS

- Curious - Inquisitive and interested
- Optimistic - Have a positive outlook
- Progressive - Determined to succeed

#### RESILIENT

CAPABLE OF WITHSTANDING ADVERSITY AND ABLE TO TRANSCEND DIFFICULTY THROUGH CAPABILITY AND COMPETENCE

- Adaptable – Flexible
- Enthusiastic - Can do attitude
- Pragmatic - Sensible and realistic

#### AUTHENTIC

HONEST AND OPEN IN ALL TRANSACTIONS AND RELATIONSHIPS, SELF AWARE, POSITIVE AND HELPFUL

- Positive mindset - Committed and determined
  - Respectful - Inclusive and kind
  - Socially intelligent - Self-aware and employable
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The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

### **ESSENTIAL REQUIREMENTS**

- Qualified to at least level 3/A level;
- Appropriate level 3 qualification in support, or willingness to work towards;
- Qualified to Level 2 (GCSE Grade A\*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame);
- Experience of supporting people who have learning difficulties and/or disabilities;
- Ability to communicate effectively and develop rapport with vulnerable adults and young people with special needs or learning difficulties;
- Able to assist lecturing staff in the delivery of Individual Learning Plans and students core or essential goals;
- Ability to assist in the maintenance of student records and provide reports as required;
- Possess an approved Disclosure & Barring Service Enhanced Disclosure certificate.

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### **DESIRABLE REQUIREMENTS**

- Computer literate;
  - Basic Skills subject specialist (literacy/numeracy) level 3 qualification;
  - Current First Aid Qualification
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