



## Learning Support Assistant

Full-time/Part-time

Term-time only (39 weeks per year)

## Application Pack



  
Woking  
College



## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning alongside the widest range of enrichment activities enhancing the cultural capital of our students. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 which enhances our estate even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman  
Principal



# The Role

Our Learning Support Assistants provide a vital role in supporting our students both in the classroom and on a one-to-one basis. We are looking to expand our team to provide continuity for students' support throughout the week (4 day part-time working will be considered). Candidates must have good communication skills, both verbally and in writing, and have empathy and interest in helping young people fulfil their potential.

Working hours for this term-time role will be 8.30am to 4.00pm, Monday to Friday, with an unpaid half hour for lunch. Please note that candidates applying for part-time must be able to commit to full days.

We are looking for an exceptional candidate. We expect high performance from all our staff, and are looking for an impressive individual to support our students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College. We look forward to welcoming an additional team member to join our friendly Learning Support department in our successful and growing College.

- Start Date:** Tuesday 27 August 2024 – or as soon as possible after this date
- Hours:** 35 hours per week, term-time only (39 weeks per year), Monday to Friday 8.30am to 4.00pm
- Salary:** Actual pro rata salary: £19,466 pa for 35 hours per week, term time only (39 weeks per year).  
Candidates applying for less than 5 days will be paid pro rata to this figure.  
FTE £23,958 per annum. All figures are inclusive of fringe allowance

# The Department

Woking College aims to ensure equality of opportunity and a wide and varied curriculum for each student in order that every student can become an effective learner, who is able to achieve their maximum potential. We appreciate that every student is unique. Consequently, there are differences in the ways in which they learn and the level of support that each individual needs.

We aim to provide holistic, personalised and fully integrated support for all students according to their needs and circumstances. In the first few weeks after enrolment, using diagnostic screening, as well as information provided from home, Learning Support will create an agreed plan to address any particular needs. Many students come to the College for a fresh start and so we apply a flexible approach to enable them to grow in both confidence and independence, thereby preparing them for greater success and future progression opportunities.

A dedicated Learning Support area is available throughout the week, where one-to-one and small group lessons take place and specialist staff in the fields of literacy, numeracy and study skills can provide assistance. Depending on learning needs and preferences, some in-class support is also available, as well as specific workshops for building confidence, social skills and mentoring.

## Learning Support at Woking includes:

- Weekly or one-off one-to-one support
- Small group work
- Help with study and revision skills
- Help with time management and organisation
- Proof-reading
- Obtaining access arrangements
- 'Chill-out' lunch group
- EHCP monitoring and reviews (for students with EHCPs)
- In class support (for students with EHCPs)
- Mentoring (for students with EHCPs)



*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.*

# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

*“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
  - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
  - Regular whole-College communication including weekly staff briefings
  - Regular departmental meetings to ensure support and share departmental best practice
  - Excellent student behaviour and productive working relationships with the Student Union
  - Excellent links with local schools, businesses and universities
  - Welcoming, friendly and approachable community, a harmonious working atmosphere

## S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

## Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club; menopause group; group for parents/carers of children with mental health concerns; carers for elderly parents
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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# Application & Selection

Application forms are available to download from our website: [www.woking.ac.uk/about/staff-vacancies/](http://www.woking.ac.uk/about/staff-vacancies/) Please note that CVs will not be accepted on their own.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

**Closing date:** 9am, Thursday 22 August 2024

**Interviews:** to be held shortly after the closing date. Applications will be considered upon receipt and interviews arranged accordingly. Early applications are therefore advised.

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Role related task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2023
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



# Job Description

**Post Title: Learning Support Assistant (Full-time/Part-time, term-time only)**

**Responsible: Head of Department**

**Job Purpose: Assistance in the learning and teaching and general administrative duties within the College**

## Job Responsibilities

### 1. Role of Learning Support Assistant and Independent Learner Mentor:

They can be expected to:

- take notes
- help individuals/small groups of students in class
- help to keep the student on task and focussed, interpret questions and tasks and explain meanings of words/specialist terms
- read out information from resources
- liaise with subject teachers to facilitate study skills
- photocopy notes/materials
- supervise a small group in another room/computer room
- build up a rapport with students so they feel confident coming for help outside lessons
- help students to improve grades in their assignments
- help students with planning
- guide students regarding how to file and organise their work
- support students with their digital literacy and learning skills and research requirements for assignments and essays
- help students complete necessary paperwork
- help students who have been away to catch up
- devise programmes of support to help students to become independent learners
- mentor individuals/small groups in the Learning Resource Centre
- help with IT/finding lost files/work

Guiding principles for a Learning Support Assistant:

- The Learning Support Assistant must establish a good working relationship with the individual student – but must not become over familiar
- There should be an open working relationship between the teacher and the Learning Support Assistant
- The Learning Support Assistant must be clear whether the work they are helping with is for assessment purposes or for general research/class work purposes
- The Learning Support Assistant is there to support the student in their learning, not do the learning for them (even if it means the student might fail)
- The Learning Support Assistant is not there to take a major role in disciplining groups of students but should not accept bad behaviour/rudeness
- The Learning Support Assistant should not be afraid to pass on issues or refer the student to other people when they feel out of their depth e.g. class teacher, tutor, Head of Department, Head of Learning Support, Head of Year, Counsellor, Assistant Principal.

2. Additional duties:
  - General administration for the curriculum including filing, minutes for meetings, organisation of exams.
  - Invigilation and scribing and reading for students during examinations.
  - Cover for Tutorial and Reception as required.
  - Specific help at various times of the year – e.g. art exhibitions, drama rehearsals, help with short courses.
  - Facilitating the effective use of ICT systems. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities
3. To take part in the first aider duty rota (training will be given if not already qualified to be a first aider at work). Carrying a radio, and responding to first aid requests when on rota, and to respond to first aid requests at additional times should the specific duty rota first aider not be available.
4. To act at all times in accordance with the College's Equality & Diversity policies.
5. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding personnel.
6. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
7. To take part in the training programmes provided by the College and agree to the process of professional reviews.
8. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

## Person Specification

### Learning Support Assistant (Full-time/part-time, term-time only)

#### Essential:

- An interest and commitment to work with young people in a college environment. The ability to empathise with young people and interest in helping them to fulfil their potential.
- The ability and confidence to communicate effectively both verbally and in writing.
- The ability to work accurately, showing attention to detail, particularly with regard to grammar, spelling and number.
- Possession of good interpersonal skills e.g. tact, sensitivity, ability to listen, to be assertive at times.
- Ability to work effectively as a member of a team and assist others when requested.
- Proficient in the use of Microsoft Office applications, especially Word and Excel, as well as Internet Explorer.

#### Qualifications:

- Educated to A level equivalent, or educated to GCSE standard or equivalent plus a minimum of two years working in an educational environment.

#### Desirable:

- Experience of supporting students with learning difficulties/disabilities/medical conditions. Experience of supporting students to develop their literacy, numeracy or maths and science skills. First Aid at work qualification and experience of being a first aider at work (training will be given if necessary)