



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

(DWP use only)

Job title

Learning Support Assistant

Company name and

The Henry Cort Community College

Job summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

This is an exciting opportunity to learn new skills and gain valuable experience whilst working in a secondary school environment. The Learning Support Assistant will provide support to students on an individual or group basis, ensuring students are kept on task and complete work set by teachers. They will facilitate students' learning experience and will collaborate with teachers in order to ensure the best possible learning outcomes.

They will collaborate with teaching staff on the delivery of a specific subject through e.g. providing support in the classroom and producing supplementary learning materials. They will enhance students' learning experience in a specific subject and will deal with their queries and requests. They will assist teachers with general classroom duties and support students to become more independent in their learning. They will also provide administrative support as needed. They will help to supervise students during break times.

We have five faculty areas: **Communications** (English &MFL), **Maths, ICT and Business, Humanities** (Geography, History, RE and Citizenship), **Science and PE**, and **Creative and Technical Arts** (Music, Art, Dance, Drama, Textiles, Food Technology and Design Technology). Please state if you have a preference to work in a particular faculty.

The Henry Cort Community College enables students to develop into assured, capable, enterprising young people with the knowledge and skills to achieve their goals. The Henry Cort Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates, this will be covered by the employer.

To apply for the position, you will be required to fill in our application form. When we receive this, your application will be assessed and you will be considered for interview. You will hear back within one to two weeks. If you are not successful, you will be provided with feedback about how to improve your application next time.

Essential skills, experience and qualifications (please do not use bullet points)

Applicants will have GCSE English and Maths at level 4 or above, good knowledge of Microsoft Office and a flexible and collaborative approach to work. They will be committed to raising students' achievement, have empathy with students and be sympathetic to their needs. Good communication skills are required to explain instructions clearly and they must be able to respect confidentiality. They will have an interest in a career in education, or a career related to their specific subject expertise.



Department
for Work &
Pensions

KICKSTART SCHEME

Job category (DWP use only)

Number of hours per week 25

**Working pattern and
contracted hours** (including
any shift patterns) 9am - 2.30pm (including 30 minutes unpaid lunch
break)

Hourly rate of pay National Minimum/living Wage

Details of employability support (training opportunities/mentor)
--

<p>The Henry Cort Community College will provide job application support and interview preparation. The sessions will be delivered towards the end of the placement by experienced Careers Advisors. Around two days of training will be offered.</p>

<p>Kickstart employees will have the possibility to provide feedback during weekly line management meetings, which will be acted on and reviewed. There will also be an exit interview at the end of the placement.</p>

Closing date for applications

Using the table on the next page please provide details for each Job by location.