**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support both young people to learn, achieve and progress to greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all, we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

**TCHC is a disability confident committed employer.**

**Who are we looking for?**

TCHC is looking for an inspiring individual with a real passion for supporting young people in education.

Can you engage and build positive relationships with young people who may have learning differences? Do you feel that young people deserve an opportunity to develop their skills and abilities and have the best chance to succeed?

Are you enthusiastic, determined, and resilient, and have effective communication skills? Can you solve problems by thinking of solutions?

Are you someone who can work in different settings to support learners, both practical and classroom-based

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| **Job Title** | **Learning Support Assistant**  |
| **Location:** | Dunstable  |
| **Contract:** | Fixed Term Time Contract 2025-26 |
| **Working Hours:** | Monday – Friday 8.30 am – 5.00 pm, 1 hour break, 37.5 hrs per week (TERM TIME only) |
| **Reports to:** | Centre Manager |
| **Salary:** | £23,809.50 gross per annum (pro rata calculation £20,879.10) |

**What are we looking for?**

TCHC is looking for a Learning Support Assistant who will be creative and engaging to ensure individual learners achieve their qualifications and develop their skills while learning. Working with individuals who may present challenges, your support will be patient while demonstrating empathy and engaging to ensure individuals achieve their aspirations in all subjects.

**Qualifications:**

* Learning support qualification or willing to work towards (desirable)
* GCSE (or equivalent) in English and maths at grade C/4 or above (essential)
* SEND experienced (desirable)
* SEND CPD (desirable)

**Main Tasks & Responsibilities**

* To help reinforce learning.
* To assist students with physical needs.
* To help students record work in an appropriate way.
* To develop study and organisational skills.
* To help keep the students on task and to build motivation.
* To model good practice.
* To help build the student/s’ confidence and enhance self-esteem.
* To have formal and informal meetings with tutors to contribute to planning lessons/activities.
* To prepare students beforehand for a task.
* To work on differentiated activities with identified groups.
* To support the tutor in implementing specific teaching programmes.
* To supervise practical tasks.
* To be involved in keeping records and evaluating identified students’ progress. Support the creation of individual learning plans.
* Support learners in all lessons and around the centre
* Provide one-to-one support to learners where necessary
* Act as a key worker to specific learners through their learning
* Liaise with relevant team members to ensure learners achieve their targets and progress into appropriate outcomes
* Read and analyse EHCP’s ensuring you identify the learning needs of the individual, while ensuring the correct resources are in place for the individual
* Provide appropriate encouragement, guidance and support to learners to help them progress
* Complete all required documentation accurately and within agreed timescales
* Any complaints are raised accordingly in line with TCHC’s Complaints Policy
* Act as an ambassador for TCHC Ltd at all times, providing key information to all parties involved within the learner journey
* Create conducive learning environments to optimise learners’ journey and support positive outcomes
* Actively ensure own CPD is kept up to date as per the requirements for your subject area
* To take into account the student/s’ special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
* To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
* To help promote independent learning.

**Monitoring and Continual Improvement**

* Follow the education inspection framework.
* Undertake regular CPD and record it using company documents.
* Undertake qualifications where suitable as part of your own learning and development.
* Take proactive approaches to ensure Safeguarding and Prevent is embedded into the delivery and ensure issues are raised accordingly, in line with TCHC’s Safeguarding Policy, using the appropriate recording and reporting tools.
* Ensure any complaints are raised accordingly in line with TCHC’s Complaints Policy

**Teamwork**

* Liaise with relevant team members to ensure learners achieve their targets and progress into appropriate outcomes
* Establish, develop and maintain effective working relationships with other external organisations involved with the service and learners
* Attend monthly team meetings with line manager to discuss feedback

**Awarding bodies/Funders/OFSTED**

* Follow all company policies and procedures.
* Participate in OFSTED inspections as required.
* Be very familiar with key company policies.

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, it is crucial for individuals in these roles to demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Commitment to Safeguarding**

TCHC is committed to Safeguarding and promoting the welfare of children, young people and adults. All staff are expected to adhere to our Safeguarding & Child Protection Policy and the safeguarding responsibilities outlined in their job description.

We conduct Safer Recruitment Checks on all staff prior to confirming a start date, in line with Keeping Children Safe in Education. An online search of information within the public domain is conducted on all candidates who are invited to interview.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and related exceptions, and further information about filtering offences can be found in the DBS filtering guide.

Please see our Recruitment with Safer Recruitment Policy for further information, or get in touch on 01923 698430 or safeguarding@tchc.net

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Rewards for your hard work**

For us here at TCHC, reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holidays
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period after 1 year of service.
* When your birthday falls on a working day, you will receive the day off at full pay.
* Sickness pay allowance after the probationary period.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1, paid by the company after the probationary period.
* Employee Assistance Programme to access help and support 24 hours a day, every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply, please complete the application form online at: <https://tchc.net/apply-now/>