

Job Description - **Learning Support Assistant SEND – Lifeworks Learning Hub**

Reporting to	Lifeworks Learning Hub Disability Leader, Senior Coordinator and Disability Managers.
Service Area	Children and Young People (CYP) – Disability Services
Location	YMCA Sovereign Centre, Slipshatch Road, Reigate. RH2 8HA.
Hours of work	32.5 hours per week 8.30am-3:30pm - including 30m unpaid break Monday to Friday - Term-Time only
Holidays	Five weeks Annual Leave plus bank holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service. The holiday year runs from 1st April to 31st March each year. (Pro-rata depending on hours and percentage added to pay) All holidays to be taken out of term-time.
Probation Period	6 Months
Contract Type	Permanent Part-Time (Term-Time only)
Grade and Salary	£13.45per hour (Over 18y) Pro-rata: £17,047 FTE: £24,479

About us

YMCA East Surrey is a vibrant charity that has been actively supporting the local community since 1870. We help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be by providing services that focus on those who are vulnerable, have a disability or face disadvantage.

Children and Young People (CYP)

YMCA East Surrey believes in children and young people and seeks to offer inclusive services and activities that support them to make the best start in life by staying safe, being healthy, enjoying and achieving, and making a positive contribution to society. We work with over 9,000 children and young people every year. In FY27 budgeted income was more than £5.4 million – 64% of YMCA East Surrey's total income.

Children and Young People has four service areas:

Youth and Family Services – including Family Centres offering targeted and early intervention support, centre based and detached youth work.

Childcare and Children's Activities – including Pre-schools, out of school childcare, sports and recreation, creche and parties.

Emotional Wellbeing and Mental Health – including one-to-one and group therapeutic services in schools and community settings.

Disability Services – including Short Breaks respite play and youth clubs, LifeWorks Alternative Education Provision and Face2Face parent/carer support .

Job Purpose

We are an approved Surrey Alternative Provider for educational placements supporting Children and young people aged 16-25 with a disability and complex learning needs. Our inclusive learning Hub provides a stimulating and varied timetable where our Learners thrive in a small group setting. We design individual outcomes-based Learning plans which can include Asdan course modules, life skills activities, such as wellbeing, training, transition planning, community visits and gardening.

Your role as LSA, is to assist the Hub Disability Leader in delivering high quality care, stimulating and engaging learning opportunities to Learners attending our Alternative Provision. To inspire our learners by supporting them to achieve their learning outcomes which contribute to personal and social development. Assist in identifying areas of development and recording evidence for learning progression with recognition of outcomes achieved.

Key Responsibilities

Educational Support and Engagement

1. Participate in the safe delivery of our Alternative Education Provision service.
2. Work closely with Learners to provide opportunities to meet their learning outcomes via a varied program of Life skills, training, community and wellbeing activities.
3. Ensure the Health and Safety of children and young people and colleagues, above all, ensuring that Safeguarding Children and Safeguarding Adults policies are adhered to.
4. Build positive and professional relationships with our Learners.
5. Contribute to the daily organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all Learners to the best of their abilities.
6. Assist the Hub for a smooth and reliable operation including setting up and packing down sessions.
7. Ensure that our Learners upon their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences.
8. Assisting Learners to engage with activities providing appropriate support and help to achieve desired outcomes.
9. Record and evidence learning actions completed for Asdan module work.
10. Provide high level of diligence and surveillance for Learners with complex needs.

Personal Care and CYP Support

1. Provide high-quality, person-centred support to children and young people with disabilities and complex needs, following care plans, behaviour support plans, and risk assessments.
2. Ensure toileting needs are met. Provide personal care, always ensuring hygiene, privacy, dignity, and appropriate recording.
3. Supporting children/young people with eating and drinking as outlined within their care plan and guidelines.
4. Assist with moving and handling children/adults with restricted mobility, including hoisting and use of mobility equipment, after appropriate training.
5. Regular use of aids to support communication and sensory impairment needs.
6. Provide high level of diligence and surveillance for the Learner you are supporting, including personal hygiene, behaviour, nutrition, sensory and learning needs, feeding back any new observations to the Senior or Leader.

Safety, Supervision and Environment

1. Ensure the health, safety, and wellbeing of children, young people, and colleagues, following safeguarding policies and organisational procedures.
2. Supervise Learners to maintain physical, emotional, and personal safety at all times.
3. Complete accurate recording of accidents, injuries, and safeguarding incidents.
4. Accompany Learners on trips, following procedures and policies, risk assessment and keeping them safe whilst providing high level of support
5. Ensure materials, equipment, and service spaces are maintained, safe, and stored appropriately.
6. Provide and supervise refreshments, considering balanced diets, cultural/ethnic needs, allergies, and food safety principles.

Teamwork and Development

1. Work as part of a team with other Learning Support Assistants and volunteers to ensure high-quality Alternative Education Provision.
2. Build positive and professional relationships with children, young people, and colleagues.
3. Attend staff meetings, training, and development events to maintain the knowledge and skills required for this role
4. Undertake other duties reasonably requested by senior staff to support the smooth running of the service.

General

- a. Represent YMCA with professionalism and compassion, maintaining a positive and inclusive public image at all times
- b. Participate in supervision, appraisal and learning and development, taking responsibility for maintaining the knowledge and skills required for this role
- c. Take responsibility for your own health and safety and that of others, reporting any risk promptly
- d. Work within YMCAES policies and adhere to the terms outlined within them
- e. Undertake other duties reasonably requested by senior staff to support the smooth running of the service.

Key Working Relationships

- Parent/Carers – communicate effectively, where requested by the Leader, sharing relevant information and support the reassurance of the safe and positive participation of their children and young people.
- Children and Young People – to provide safe, inclusive, and engaging learning, play and social activities, support individual needs, promote independence, and ensure positive experiences.
- Colleagues – co-operate on safeguarding, health and safety, and activity planning and delivery. Work collaboratively to follow care plans and risk assessments and provide consistent support.

Scope of the Role and Limits of Authority]

Specialist Resources:

- Implementation of individual care plans, behaviour support strategies, and risk assessments.

Information and Communication Resources

- Responsible for accurate completion of accident/incident and safeguarding reports.
- Handling of sensitive personal and medical information including care plans, in line with data protection and confidentiality policies.

Material Assets

- Maintain Learning Hub educational resources and technology.
- Use of specialist equipment in line with training (e.g. moving and handling equipment, sensory aids).
- Sensory, and communication resources (e.g. PECS, visual timetables, sensory equipment) to support Learners.

Delegated Responsibilities and Authority Limits:

- Adapt activities in response to Learners needs, within agreed plans and guidance.
- Responsibility to follow care plans, risk assessments and behaviour support plans.
- Responsibility to escalate any serious incidents, complaints, or operational issues to a Session Leader, or Manager immediately.

Legal Regulatory and compliance responsibility

- Ensure compliance with Safeguarding legislation and organisational safeguarding policies and follow guidance from relevant regulatory bodies as required.
- Always ensure compliance with UK GDPR and organisational data protection policies.

Person Specification

	Essential	Desirable
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Education and Qualifications	• Working together to safeguard children and safeguarding adults training or willingness to undertake. • Experience of working in an educational setting.	• Child Care/Youth Work level 2 / 3 or equivalent qualification in School Teaching Assistant (or working towards). • Training for delivery of Asdan learning & training module. • First Aid certificate.
Knowledge and Experience	• Food hygiene training • Relevant training in positive behaviour management, positive touch and epilepsy • Living or working experience with children or adults with disabilities and additional needs. • Resilience, adaptability, and able to carry out physical aspects of the role. These include (but are not exclusive to) physically supporting, for example on and off equipment, during personal or intimate care, and lifting and chasing in an emergency. • Experience of supporting positively children's or young people's behaviour in various situations. • Experience working in an educational, or social care setting. • Experience of working in a high-pressured environment. • Knowledge and understanding of safeguarding and safeguarding good practice • Experience of working with outcome base assessment tools.	• Experience of planning, organising and carrying out tasks e.g. music, drama, art and cooking sessions. • Experience of undertaking intimate care for those with complex learning needs.
Key Skills and Abilities	• Ability to always hold the well-being and positive development of children and young people as paramount. • Ability to work under pressure and to strict deadlines • Demonstrate a positive attitude and can-do attitude • Commitment to equal opportunities, diversity and inclusion • A creative and flexible approach to work • Good communication skills • Ability to work independently and as part of a team • Ability to maintain safe working practices • Good record keeping skills	• Car driver

Personal Attributes	• Commitment to equality, diversity and inclusion in all aspects of work and understanding of how it applies to own role. • Values collaboration and respect for different perspectives. • Commitment to the YMCA's Values, Aims and Purposes. • Kind, caring and committed to ensuring CYP needs are the highest priority. • Open to learning and continuous development.	• Able to carry out duties in environments that may include varying sensory conditions, such as strong smells or background noise, and emotionally demanding with reasonable adjustments provided where possible
Other	• Ability to travel to other venues as required for the role. The organisation will consider reasonable adjustments and alternative arrangements to support this requirement. • Flexibility to occasionally work outside standard hours, including evenings and to undertake overnight stays, when necessary, with advance notice and support provided.	

Employee Declaration

I confirm that I have read, understood and agree to the expectations outlined in this job description

Name:

Date:

Signed: