

<b>Job Title</b>	<b>Achieve Learning Support Assistant</b>
<b>Reports to</b>	Achieve Life Skills Tutor
<b>Business Function</b>	Learning Support
<b>Business Operation</b>	Thomley Hall Centre
<b>Location</b>	Worminghall
<b>Number of direct reports</b>	None
<b>Hours of Work</b>	40hrs/week
<b>Rate of pay</b>	£ Negotiable (depending working hours, pro rata £25,000 pa)
<b>Contract</b>	FTE

### **Our Vision (What do we want to be)**

We will enhance the lives and experiences of disabled people, their families, and the wider community.

### **Mission (What do we want to achieve)**

We achieve this by providing:

- A lifelong learning and leisure centre for people of all abilities and disabilities situated on the border between Buckinghamshire and Oxfordshire.
- A destination which is preferred by our visitors.
- Friendly, trained, experienced staff who understand our visitors' needs.
- A safe, secure, stimulating, and non-judgemental environment.
- Activities which enhance the lives of our visitors and the wider community by developing confidence, awareness, skills, and social interactions through fun, play and support.

### **Core Values (who do we want to be?)**

- Passionate and professional about what we do.
- Supportive and caring.
- Consultative and collaborative.
- Accountable.
- Believers in quality.

## Purpose of the role:

- To enable young people (aged 16-25) to complete the Achieve programme at Thomley, gain a recognised qualification and make progress to living a more independent life.

## Accountabilities and Responsibilities

### Key Accountabilities

- To enable young people (aged 16-25) to complete the Achieve programme at Thomley, gain a recognised qualification and make progress to living a more independent life.

### Key Responsibilities

- Work with referral and partner agencies to enable young people to complete the Achieve programme.
- To work as part of a team to generate creative ideas to engage young people.
- To work as part of a team to deliver training in Maths and English, Employability Skills and embed British Values.
- To work as part of a team to organise practical life skills training and activities that enable the young people strengthen their independence.
- Encourage and reinforce to the young people the links between regular attendance, participation & effort and positive outcome for them.
- Complete all administration and assessments to the required standard set out by our College partner (Buckinghamshire College Group) and our Lead Body for qualifications, National Open College Network (NOCN).
- Maintain your own plan of work and ensure all progress trackers are up kept to date.
- Work with your line manager to manage your CPD programme.

Person Specification	
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>Understanding of Thomley's and New Meaning Training vision, mission, and values.</li> <li>Working knowledge of Microsoft Office and the internet.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the education environment.</li> <li>Understanding of confidentiality issues and GDPR (General Data Protection Regulation).</li> <li>Working knowledge of Customer Relationship Management (CRM) products.</li> </ul>
Abilities	
Essential	Desirable
<ul style="list-style-type: none"> <li>To communicate effectively to inspire and motivate young people.</li> <li>To build relationships and work with a diverse range of young people.</li> <li>To be proactive in identifying and acting on opportunities.</li> <li>To prioritise and meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>To have the capability to develop the Achieve programme.</li> </ul>

<ul style="list-style-type: none"> <li>To work effectively in a team and independently.</li> <li>To maintain accurate records.</li> <li>Collect and interpret data.</li> </ul>	
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>Of building relationships with a broad range of individuals and groups.</li> <li>Of collating information and preparing proposals and reports.</li> <li>Of managing multiple projects or activities.</li> <li>Of successfully working towards agreed targets.</li> </ul>	<ul style="list-style-type: none"> <li>Of working in a educational role.</li> <li>Of developing programmes.</li> </ul>
Aptitudes	
Essential	Desirable
<ul style="list-style-type: none"> <li>Commitment to the organisation's vision, mission, and values (lived experience would be an asset).</li> <li>Resilience.</li> <li>Attention to detail.</li> <li>Willingness to undertake training and mentoring as appropriate.</li> <li>Commitment to equal opportunities and anti-discriminatory practices at work.</li> <li>Empathy and high level of personal integrity.</li> </ul>	<ul style="list-style-type: none"> <li>Organised and self-motivated.</li> <li>Willingness to work flexibly.</li> </ul>

## Package

- Salary: £15 to 25,000 pa (based on experience and working hours);
- Holiday: 28 days per year plus statutory days;
- Role could be term time only;
- Pension;
- Must have a full UK licence and access to transport.

## Contact Details

If you have any queries regarding this job specification, please contact:

Phone: David Lett on 07809222436 or Ewan Shinton on 07754839926  
 Email: david.lett@newmeaning.co.uk or ewanshinton@thomley.org.uk