

JOB DESCRIPTION

Job Title: College Support Worker
Reporting to: Lead Tutor / Centre Manager
Location: Beaumont Sussex, (based at Ingfield Manor)

At Ambito, we believe everyone should have the opportunity to live a healthy, active, and fulfilling life, regardless of their background or disability. The aim of our services is to provide a safe and stimulating environment for adults, young people, and children.

Job Scope

To ensure good use of resources and to be part of a team ensuring that the learning environment is adequately resourced to:

- deliver a further education programme to ensure student progress.
- maintain excellent standards of care.
- ensure health and safety.
- ensure compliance with policies and procedures.

Full-time hours are 37.5 per week, term-time only (39-week college academic calendar). Part-time hours are pro-rata; full days of 7.5 hours each.

Job Responsibilities

- Participate actively in creating an appropriately stimulating learning environment for students in accordance with the college's ethos.
- Implement group and individual educational programmes for students under the direction of tutors/centre manager and be involved in associated planning and preparation.
- Contribute to the development of the overall programme for the group of students.
- Contribute to writing individual aims for students.
- Have responsibility for maintaining all records for specific students.
- Be involved in all aspects of the student's day.
- Provide good standards of physical and emotional care.
- Ensure the physical environment is maintained to high standards of safety, hygiene, and presentation.
- Participate in the staff training and development programme.
- Maintain professional contact with carers.
- Share and advance the college's commitment to safeguarding.
- Implement the college's strategic changes in accordance with the college development plan.
- Demonstrate a commitment to customer service excellence and deliver against the requirements of the college's quality framework.
- Any other duties as may be reasonably directed by the Principal.
- The work involves the physical facilitation of students and the moving of furniture and equipment.
- The work involves supporting with personal care and medical needs (delegated healthcare needs, with training by a qualified nurse)
- Offsite support – supporting students access the community

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

The post holder will further Ambito's vision and comply with the policies and procedures of Ambito and the college. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Ambito Care and Education are committed to safeguarding and promoting the welfare of adults and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.

Person Specification School Support Worker/Team Member

Our Core Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential.
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services.
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders.
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality.
- We are **Transparent** by being open, honest, and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do.
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders.
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities.

Knowledge, Skills and Experience

Area	Essential	Desirable	Evidence
Professional Qualifications		Level 2 or 3 qualification in Health and Social Care, Healthcare Support, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent)	Application Form Interview Certificates
Knowledge	To be aware of data protection and GDPR Basic computing – e.g Outlook, MS word.	Basic knowledge of physical disabilities and associated learning needs. Safeguarding adults	Application Form Interview
Skills	Able to communicate clearly, both verbally and in writing. Adherence to safe practice		Application Form Interview
Experience		Working within a college or similar further education faculty Previous experience of working in a caring environment and/or with people with a learning difficulty or disability · Experience of working in a classroom or with students with special needs.	Application Interview References
Personal Qualities	Empathetic, supportive and promote independence and inclusion. Able to use own initiative and be	Act as a role model to the young people in all aspects of your working life	Interview

	adaptable and willing to accept changing priorities. Reliable, flexible, and motivated		
Other	A non-judgmental approach. Ability to support students within the community	Ability to drive and willingness to drive college vehicles	Application Interview