



Future Horizons - Lifelong Learning Assistant

Future Horizons Leeds is committed to putting young people with complex learning and communication difficulties at the centre of everything we do. We aim to provide a holistic, person-centred service that prioritises the wellbeing and personal progress of every learner. We pride ourselves on being able to challenge norms, think outside the box, and develop a creative response to need. We believe that every learner can achieve their personal outcomes and develop new skills.



Enables



Empowers



Includes

Job Title: Lifelong Learning Assistant

Pay: FT (52 weeks) = £24,454.04 - £25,943.29 or TTO (39 weeks) = £20,908.20 - £22,181.51

Responsible to: CEO

Line Manager: Teacher/FE Tutor/Learning Coordinator/Pastoral Coordinator (as relevant)

Contract: Permanent

Hours: 37 hours per week, all year round or Term Time Only.

Hours of work 8.45am – 4.30pm daily and until 5.15pm on Mondays.

Please note that the duties and responsibilities below are a minimum requirement and are not exhaustive or listed in their entirety. Duties and expectations can be reviewed and updated in line with the needs of the business.

About this Role

In this varied role you will support a group of young people with a wide range of complex learning needs to make progress towards their personal goals and aspirations. You will support our Tutors/Instructors/Pastoral Coordinators to provide learning support and care which “**Enables, Empowers and Includes**”.

We welcome and encourage visits from prospective candidates wanting to learn more about our organisation.

Main duties

We expect all staff to contribute to the overall vision and values of Future Horizons Leeds and demonstrate these at all times by:

- Supporting young people with very complex needs to access meaningful learning
- Supporting individual & group activities to assist learning as directed by the Tutor/Instructor/Pastoral Coordinator
- Supporting students to access the community in wheelchairs/other mobility aids + support with physical activities such as hydro, rebound, swimming, physiotherapy routines etc.
- Promote Learner wellbeing and share our commitment to safeguarding
- Supporting learners with certain aspects of daily living these will include but not be limited to: supporting with eating, drinking, gastrostomy feeds, personal care, moving and handling, dressing and administration of medication. All training will be provided.
- Supporting young people to access activities and/or work-related learning in the community.
- Preparing learning areas and spaces as appropriate and as directed by the Tutor/Instructor/Pastoral Coordinator and to assist with the display of learner work.
- Being aware of any barriers to student learning that may present themselves (e.g. behaviours that challenge, physical, sensory needs etc.) and work collaboratively to overcome them.
- Ensuring learner independence is promoted and encouraged at all times.
- Undertaking evidence gathering and keep good records of learner progress as requested.
- Communicate with parents/carers about relevant information through FHL authorised mediums including communication books and electronically.
- Providing any clerical and administrative support for tutors/pastoral coordinators as directed – photocopying, typing, filing etc.
- Supporting learners fulfil their potential and be as independent as possible.
- Supporting learners in using technology as appropriate.
- Preparing and maintaining equipment and resources and reporting any faults/replacements as necessary.
- Being aware of and supporting learner difference and ensuring that all learners have equal access to opportunities to learn and develop
- Attending relevant meetings as required.
- Appreciating and supporting the role of other professionals both inside and outside of the organisation.
- Participating in any training and other professional development as directed.
- Supporting students with internal/external work placements.

General Responsibilities:

As a professional, progressive and supportive organisation, Future Horizons Leeds expects all colleagues to:

- To promote the inclusion and acceptance of all learners.
- To ensure all staff support learners consistently whilst recognising and responding to their individual needs.
- To ensure all visitors to FHL's premises are received and welcomed
- Embrace, understand and promote the ethos of FHL and to understand the roles they play as part of the team to provide high levels of care and education for our learners.

- Abide by the FHL Code of Conduct and all other policies, procedures and regulatory requirements and guidelines relating to their role.
- Comply with health and safety guidelines and take reasonable care to keep themselves and others safe.
- Ensure safeguarding procedures are followed in line with Local Authority and FHL guidelines and legislation.
- Maintain confidentiality and respond appropriately to issues regarding confidentiality, for example, being aware of personal information regarding our learners.
- Work in collaboration with colleagues and others and FHL stakeholders.
- Keep job knowledge up to date through company and external training, showing a commitment to professional development.
- Act as a positive representative of FHL by modelling and maintaining a professional approach and behaviours at all times.
- Demonstrate a proactive approach, using initiative and showing resilience to take responsibility for getting tasks done.
- Show a willingness to undertake additional roles to meet the needs of the provision, learners and colleagues.
- Be flexible and perform any other duties as required by the CEO/line managers within the scope and spirit of the role.

Special Conditions of Service:

There is a requirement to submit to an Enhanced DBS Check and to put yourself on the update service. The cost of this will be reimbursed by Future Horizons Leeds.