

Learner Support Assistant – Term Time Only

Be part of something that changes lives - including yours



YMCA DERBYSHIRE

Job Description

Key Details

Salary: £13.66 per hour

Hours: Over 41 weeks + 5 training days Key College Term time only

Location: To work at other Key college and YMCA sites on a regular basis.

For an informal chat please contact: Gary Lambert on 07525984375

The Role In A Nutshell

The job holder will:

- Provide targeted support to learners engaged on training programmes to ensure they progress and achieve during their programme of study.
- Enable learners to overcome barriers to learning and participation by promoting inclusive practice and implementing appropriate support strategies and reasonable adjustments.
- Assist the SEND manager, Training and Education managers, and tutors with assessment, teaching and learning, monitoring and evaluation.
- Support the quality improvement process by ensuring that all activities demonstrate regulatory compliance.
- Respect and uphold the aims and values of the YMCA.

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YMCA Derbyshire: Registered office 770 London Road, Derby, DE24 8UT. Registered in England no. 03061837. Charity no. 1049904.



**Here for young people
Here for communities
Here for you**

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

What You'll Be Doing

- Support with identifying those learners who join YMCA Derbyshire Study Programmes who require additional support to achieve.
- Interact with, and support students, according to individual needs and skills
- Promote the inclusion and acceptance of young people with inclusion additional needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote inclusion and access to learning through differentiation, reasonable adjustments, and clear explanation of content.
- Promote positive student behaviour in line with college policies and help keep students on task. Support the tutor in managing classroom behaviour and expectations. Maintaining a positive learning environment, behaviour expectations and facilitating participation and engagement.
- Attend and support with relevant College information evenings and promotional events
- To assist with the display and presentation of students' work
- To assist with and support learners with participation in educational visits, employer led projects and work experience opportunities including supported work placements.
- Participate in planning and evaluation of learning activities with the tutor, providing feedback to the teacher on student progress, engagement and behavior.
- Provide classroom support for those learners identified and create an additional support plan and log tracking support offered.
- Complete and maintain learner progress logs, Inclusive Teaching Plans, and One Page Profiles to ensure a person-centred approach that reflects individual needs, strengths, aspirations, and participation in learning.
- Support the monitoring and recording of progress for EHCP and High Needs learners, contributing to annual review documentation with guidance from the SEND and Inclusion Manager and Centre Manager.
- Support learner behaviour in an inclusive and supportive way, promoting positive engagement, self-regulation, and active participation in learning in line with college policies and expectations.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to students' personal needs including help with social, welfare and health matters, including minor first aid.
- Where necessary arrange additional support for individual learners outside of normal teaching to develop their opportunities for progress and achievement.

- Support the learner review process providing progress information where required.
- Supervise catch up clubs to enable learners complete work where they have missed sessions or fallen behind.
- Developing and maintaining good working relationships with existing customers and new customers of the department.
- Work closely with YMCA tutors with lesson planning and delivery.
- Monitoring, reviewing, and assessing learners on the programme to ensure awarding organisation standards are achieved and liaising with all relevant personnel on progress.
- Supervise classes of students who have been set work and provide support where appropriate.
- Assisting the tutor with carrying out learner's reviews by providing information to support these reviews.
- Support learners and assist tutors with initial and diagnostic assessments.
- Invigilate exams following guidelines and expectations.
- Supporting the programme administration using the funding bodies' reporting and monitoring system.
- Assisting the co-ordinators and tutors to assess the needs of learners and create Individual Learning Plans (ILPs) with all learners.
- Recording and preparing monitoring data.
- Liaising on a regular basis with the tutors and Training and Education Managers.
- Maintain familiarity with Ofsted requirements for quality improvement.
- Contribute to the internal quality assurance processes.
- Ensure that all relevant documentation is fully compliant with regulatory and statutory requirements.
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What Success Looks Like

- Positive learners' achievement and assessment outcomes.
- All learners having SMART targets and objectives in annual reviews which are reviewed effectively.
- Comprehensive learner support which are reliable and sufficient.
- Positive Learner and parental feedback on LSA support.
- Learners who are positively engaging in lessons
- Learners who are effectively developing their skills and abilities to support movement to positive destinations.
- Working effectively as part of team to support students with a range of needs.

- Providing effective support that sets high expectations and challenges learner development and learning.



Knowledge & Qualifications

Essential

- Some previous experience or willingness to develop skills and experience in any one of the following fields including construction, horticulture/gardening, brick laying, plastering.
- Ability to use Microsoft Office including Word, Excel, Powerpoint, Databases and Outlook
- English & Maths at GCSE 4/C or equivalent, or willingness to work towards.
- Any previous qualifications linked to the construction industry, green skills sector or practical work-based skills or willingness to work towards.
- Clear understanding and knowledge of safeguarding and how to keep young people safe.
- Good organisational skills with the ability to prioritise tasks.
- Willingness to engage in professional development.

Desirable

- Previous experience of working within an educational setting
- Knowledge and experience of the Educational inspection framework and Ofsted requirements.
- Any previous qualification in learning support.



Skills

- Proactive and self-motivated with a can-do attitude.
- Confident and capable communicators with the ability to inspire, engage, enhance learning and provoke thoughtful reflection.
- Understands and use a range of methods for achieving positive results with people and know when to challenge and when to support.
- Able to build strong relationships with professionals in other organisations.
- Strong team player who can support and challenge and guide colleagues when appropriate.
- Excellent planning and organisation skills, with the ability to manage several competing tasks at the same time.

- Excited by developing and implementing savvy new ideas to improve the delivery and as a result the engagement of the young people we work with.
- Able to use digital technology at work.
- Experience of multi-agency working.
- Ability to prepare and present support records.
- Patience and discretion with the ability to communicate with a diverse range of people.
- Willingness to work flexibly in response to changing organisational requirements and to include working outside of normal office hours as and when required



Experience

Essential

- Proven ability to demonstrate skills and experience in providing support and supervision to young people.
- Experience of working with young people.
- Experience of working with people from socially or economically disadvantaged backgrounds.
- Previous experience and knowledge of safeguarding and how to keep young people safe.

Desirable

- Experience of working within the requirements of Ofsted and other regulatory bodies
- Experience of working in a training & education setting
- Knowledge of the education inspection framework.
- Previous experience of supporting learners with SEN.
- Coaching and mentoring staff members



Terms & Conditions

What You'll Get	The Formal Bits
• 33 days holiday (including Bank Holidays) • Pension auto-enrolment after 3 months • A role where your work genuinely changes lives • Supportive team and meaningful work every single day • People celebration event each year. (Celebrating our Peoples Achievements) • Recognition initiatives such as employee of the year and star of the quarter • Met Life EAP for you and online doctor for you and your family. • Life Assurance 2 times your annual salary • Christmas/ Easter and Quarterly Treats • Your Birthday off every year • Long Service rewards • Training and Development • Wellbeing initiatives • Subsidised Costco card	• Key College Term Time Only • Subject to two references, Enhanced DBS, and 6-month probation • Required to work within YMCA Derbyshire policies and procedures • Committed to equality, diversity, and inclusion in all we do

About YMCA Derbyshire (Why This Role Matters)

This is an exciting opportunity for you to join YMCA Derbyshire, a vibrant local charity that focuses on the following key areas of work:

- **Housing** - We provide over 200 bed spaces for individuals to support people to rebuild their lives we do this by creating a safe, stable environment where they can learn, grow and realise their potential, regardless of their past or present circumstances. Alongside this we provide affordable housing for young people.
- **Family and Youth Work** - We provide high-quality early years childcare and education services through our nurseries, before and after school clubs, holiday clubs and in schools education services. Family Support and Youth Work services are also available through our Community Hubs.
- **Support, Advice, Health, Wellbeing** – We offer a wide range of community services, including youth programmes, mental health support, horticultural activities, poverty relief through food provision, community pantries, and access to warm, welcoming spaces.
- **Training and Education** - Through YMCA Key College, we offer vocational training, work experience and employment pathways for young people who find mainstream education challenging. We also offer a range of bespoke employability programmes.



**Everyone should have a fair chance to discover who they are
and what they can become.**

Our Vision

Enabling young people and communities to thrive — to fulfil dreams, belong, grow, and prosper.

Our Mission

To develop the whole person: body, mind, and spirit.

Our Values (1 Corinthians 13:4–7)

Protect | Trust | Hope | Persevere

Together, we create places where people flourish.

Equality and Diversity Statement

YMCA Derbyshire is committed to promoting equality and diversity in all aspects of its operations. We value and embrace individual differences and believe that everyone should be treated with respect and dignity. We welcome people from all backgrounds, irrespective of age, disability, gender, race, religion, sexual orientation, or any other characteristic.

Safeguarding Matters Here

Safeguarding is central to everything we do. We're looking for someone who shares that commitment and puts the wellbeing of young people first, always.

Ready to Apply?

If you want a housing role that's about more than properties — it's about people — we'd love to hear from you.

Apply online at www.ymcaderbyshire.org.uk

