

# SURREY CARE TRUST

Nurturing skills | Changing lives

## JOB DESCRIPTION

<b>ROLE TITLE:</b>	Learning Support Assistant
<b>REPORTING TO:</b>	STEPS Centre Manager
<b>LOCATION:</b>	Woking Learning Centre – Goldsworth Park
<b>HOURS:</b>	Across 2 or 3 days; 12 – 15 hours per week 9:00/9.30am – 2:30/3:00pm 39 weeks per year (Term Time only)

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**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

### **STEPS to 16 – Woking Learning Centre**

Steps to 16 is Surrey Care Trust's long-running alternative education programme for 14-16 year olds based at our Woking Learning Centre.

Most students are referred by individual schools after struggling to cope in mainstream education for a variety of reasons.

STEPS has a successful track record of re-engaging students in learning. We nurture their personal, social and functional skills and support them into further education or employment.

Working closely with carers, parents and other professionals involved in the students' lives we provide a supportive environment for a small group of students with high levels of individual attention.

### **Our Vision**

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

### **Our Mission**

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

### **Overall purpose of the role**

The Learning Centre Assistant is a key role within the STEPS team, supporting delivery of the programme and giving general support to the team and students throughout the day. This is an interesting and challenging opportunity to really make a difference to the lives of our students by supporting them to take a different path, more positive decisions and improve their educational outcomes.

### **Duties and Responsibilities**

- To prepare teaching resources as directed by the training team and to assist with general administration.
- To be responsible for preparing the training room prior to delivery and ensuring it is cleared and tidied at the end of each session.
- To provide one to one support to individual young people as required.
- To support the class trainer.
- To assist with the preparation of lunches and refreshments for young people as required.
- To maintain hygiene standard within food preparation areas.
- To take an active role in ensuring the health and safety of the young people whilst on site, the premises throughout the day and securing the building on exit.
- Attending training and meetings outside of the Learning Centre as required.
- Occasionally supporting delivery of work not specified within this profile.

NOTE/ this job description is intended as a working document for the position outlined. It is not exhaustive but indicates the wide range of duties involved.

The job description will form part of the organisation's performance management process and will be kept under continuous review to reflect the change and growth within the Trust.

This role will be based at the Woking Learning Centre (Goldsworth Park).

An enhanced DBS check will be required for this role.

HR1.ISO.21/22 V4

## Person Specification

ESSENTIAL	DESIRABLE
<b>Education, Training and Work Qualifications</b>	
Good all round level of education and/ or life experience	Educated to GCSE O Level/ A-Level standard in Maths/English
Good literacy and numeracy skills	First Aid certificate
<b>Relevant Experience</b>	
Some experience of working with young people	Experience in learning support or similar educational environment
<b>Knowledge</b>	
Some knowledge of education/ training sector	An understanding of safeguarding issues in an Education/ training environment
<b>Skills and Expertise</b>	
Understands clear boundaries	
Able to work constructively as a member of a team	
Enthusiastic, tolerant and dedicated	
Ability to undertake basic administration tasks or willingness to learn	
Basic cooking skills	
<b>Other Requirements</b>	
Good sense of humour	Current driving licence and car
Reliable and honest and able to work confidently	
Flexible attitude to work	
High level of commitment	

**For an initial discussion about this role please contact Richard Tweddle, STEPS Centre Manager on:**

**Email:** [richard.tweddle@surreycaretrust.org.uk](mailto:richard.tweddle@surreycaretrust.org.uk) **Tel:** 07714 742215 or 01483 487037

**To submit an application please complete an application form and send it to**

**[recruitment@surreycaretrust.org.uk](mailto:recruitment@surreycaretrust.org.uk)**