

# Lancashire County Council

<b>Job description for the post of: Learning Support Tutor</b>					
<b>Directorate:</b>			<b>Location:</b>		
<b>Establishment or team:</b>				<b>Post number:</b>	
<b>Grade:</b>		<b>Line manager:</b>	Learning Support Team Leader	<b>Car user:</b>	
<b>Staff responsibility:</b>		<b>Number of staff directly supervised:</b>		<b>Which business plan covers this post?</b>	
<p><b>Core Purpose</b></p> <p>Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.</p> <p>Corporate Objectives Lancashire a place where people can</p> <ul style="list-style-type: none"> <li>• Feel safe</li> <li>• Lead healthy lives</li> <li>• Get help if they need it</li> <li>• Learn and develop</li> <li>• Work and prosper</li> <li>• Travel easily and safely</li> <li>• Enjoy a high quality environment</li> </ul> <p><b>The purpose of this job is:</b></p> <p>To Support individuals in class in accordance with learning plans as designated by the Learning Support team</p> <p>To</p>					
<p><b>Core tasks</b></p> <p>To support individuals in class in accordance with particular learning needs</p> <p>To support individuals outside of classroom session on a one-to-one basis in accordance with particular support needs.</p> <p>To deliver support in line with learning plans as designated by the Learning Support Team.</p> <p>To gain a detailed knowledge of course requirements, syllabus, exam requirements, deadlines etc.</p> <p>To be responsible for timetabling own support sessions in negotiation with learners, including day, time and location.</p> <p>To liaise with tutor regarding course requirements and to keep tutor informed of progress and to adapt support in line with advice from tutor.</p> <p>To liaise with and keep Learning Support Team informed regarding progress of learner and to adapt support in line with advice from the Learning Support Team.</p> <p>To keep an up to date Learning Record which will include learning goals, session activities and regular reviews, which will be signed by Learning Support tutor and learners at each meeting.</p> <p>To be responsible for contacting learners regarding learner absence.</p> <p>To attend regular Learning Support Team meetings.</p> <p>To be prepared to undertake staff development, in particular the City &amp; Guilds Certificate in Learning Support 7321/01.</p>					

To work under the direction of the Learning Support Team Leader to undertake tasks as a general member of the Learning Support Team.

Participate in the college's Personal Development Review scheme.

Actively contribute to the development of Equal opportunities and promotion of diversity.

Implement college Quality procedures, including Health and Safety.

Other duties as required by the Line Manager or Principal, commensurate with the grading of the post.

<b>Prepared by:</b>		<b>Date:</b>	
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### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Lancashire County Council

Person specification form		
<b>Job title:</b> Learning Support Tutor	<b>Grade:</b>	
<b>Directorate:</b> ACS	<b>Post number:</b>	
<b>Establishment or team:</b> LAL North Learning Support Team		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
Level 2 English Language	E 2pt	AF/I
Level 2 Mathematics	D/E 2pt	AF/I
Level 2 ICT Qualification	D	AF/I
Level 2 Certificate in Supporting Learning	D/E 2pt	AF/I
Level 3 Certificate in Learning Support, or ability and commitment to work towards this within 12 months	E 3pt	AF/I
Level 2 Certificate in Learning Support	D	AF/I
<b>Experience</b>		
Experience of supporting adults with additional needs, including learning difficulties, mental health difficulties, physical disabilities and sensory impairments.	E 6pt Q1	AF/I
Experience of working within a Further and Adult Education context.	D Q1 2pt	AF/I
Experience of working within a Learning Support environment	D Q1 2pt	AF/I
Experience with managing own workload and working with minimum supervision.	D Q2 3pt	AF/I
Experience of working within a team.	E 4pt Q3	AF/I
<b>Knowledge, skills and abilities</b>		
Knowledge of DDA Part 4, the Disability Equality Duty and awareness of current equality legislation.	E 5pt	I
Ability to understand and apply the principles of inclusive learning	E 5pt Q10	I
Ability to adapt Learning Support in accordance with need	E 5pt Q6	I
Ability to observe and monitor progress.	E 5pt Q6	I
Ability to use assistive equipment to enable learning	D	I
Skilled in maintaining accurate records.	E 3pt Q7	I
Possess skills in communicating effectively with colleagues from different disciplines, including report writing.	E 5pt Q8	
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to attendance at work	E	I

**\*Delete/amend as applicable**

\*This is an essential car user post banded at 1199 cc (or appropriate banding). However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.

**Prepared by:** Fliss Hawksworth

**Date:** 13/10/08

**Note: We will always consider your references before confirming a job offer in writing.**

## LANCASHIRE COUNTY COUNCIL

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

#### **CONFIDENTIAL**

Team/Establishment	
Post/Job title	
Description of main activities the employee will be required to undertake (or attach job description)	
Form completed by: (print name)	

#### **A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions ( <i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving Lancashire County Council Vehicles or transporting others in own vehicle ( <i>to include <b>only</b> those driving HGVs over 7.5 tons, PCVs, minibuses (i.e. requiring MIDAS qualification) and anyone regularly transporting, as part of their normal duties, more than 3 other persons</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances ( <i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions ( <i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

If employees require advice concerning any of the risks identified, they should consult with their Line Manager.

		YES	NO
11	Face to face contact with the public/service users ( <i>e.g. at sensitive front line posts re abuse, aggression, assault</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring ( <i>e.g. colour blindness</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: ( <i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock ( <i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling ( <i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users ( <i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture ( <i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user ( <i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

<b>Head of Service/Line Manager/ Name of Headteacher (please print)</b>		Jeremy Braund	
<b>Signature:</b>			
<b>Telephone Number:</b>	01524 581275	<b>Date:</b>	13/10/08

## Directorate Core Values

<b>Adult &amp; Community Services Directorate</b>	<b>Children &amp; Young People Directorate</b>
<p>We believe in putting people first – promoting independence, opportunity, protection and inclusion.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• Everyone is unique and should be treated with respect.</li> <li>• Working in partnership is more effective than working alone.</li> <li>• People who use our services, and their carers, should be fully involved in decisions about their lives.</li> <li>• Everyone has a right to free access to information.</li> <li>• Our services should respond to the diversity of our local communities.</li> <li>• Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services.</li> </ul>	<p>We believe we can make a positive difference to the lives of children and young people.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• the role of parents, carers and everyone who has parenting responsibilities;</li> <li>• what children, young people and their families want to tell us;</li> <li>• the power of people working together to achieve common aims;</li> <li>• good public service;</li> <li>• the richness of our diverse communities and cultural heritage;</li> <li>• the essential contribution which education and learning make in improving the lives of children and young people; and</li> <li>• the creative contribution made by children and young people to their communities.</li> </ul>
<b>Environment Directorate</b>	<b>Office of the Chief Executive Directorate</b>
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• develop and maintain safe and effective transport systems;</li> <li>• support and protect Lancashire’s people and businesses;</li> <li>• improve the quality of Lancashire’s environment and quality of life for the people of Lancashire;</li> <li>• help regenerate Lancashire’s urban and rural areas; and</li> <li>• plan a better, more sustainable future for Lancashire.</li> </ul>	<p>Our core values are:</p> <ul style="list-style-type: none"> <li>• governance;</li> <li>• corporate working;</li> <li>• partnership working;</li> <li>• community leadership;</li> <li>• communication; and</li> <li>• service delivery.</li> </ul>
<b>Resources Directorate</b>	
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• satisfy the council’s customers within the legal and financial restrictions placed on us;</li> <li>• support and develop our staff;</li> <li>• increase the extent to which we aim for, measure and improve service performance and standards;</li> <li>• help build strategic capacity for the county council;</li> <li>• maintain good governance;</li> <li>• support partnership working;</li> <li>• maintain consistency across the whole of the county council;</li> <li>• understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and</li> <li>• promote efficiency and value for money.</li> </ul>	<p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> <li>• ideas flourish and participation is the norm;</li> <li>• communication, feedback and praise go in all directions;</li> <li>• everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do;</li> <li>• processes are a framework, not a straitjacket; and</li> <li>• managers are treated with respect and treat everyone with respect.</li> </ul>