

# Ruskin Mill Trust Limited (the Trust)

## Job Description

<b>Position:</b>	<b>Learning Assistant</b>
<b>Field of Practice:</b>	<b>Practical Skills &amp; Therapeutic Education (Field 2 &amp; Field 4)</b>
<b>Post Reference No:</b>	<b>RMT10005</b>
<b>Grade:</b>	<b>Indicative 4 : 5</b>
<b>Responsible to:</b>	<b>Learning Assistant Manager (or Senior Learning Assistant if delegated from Learning Assistant Manager)</b>
<b>Location:</b>	<b>Argent College, Coleg Plas Dwbl, Freeman College, Glasshouse College, Ruskin Mill College, Clervaux</b>

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### Job Purpose

To offer specific and specialist educational support to a Tutor in the delivery of a therapeutic education to a number of students

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working may be required.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust Limited.

### Main Duties

1. To work closely with the tutor in session to progress students towards their short, medium and long term outcomes

2. To assist the tutors in planning sessions to differentiate for the range of students under that Tutor's remit in order to progress each student educationally as well as to mitigate safeguarding risk.
3. To follow the tutor's instructions in relation to planned activities
4. To assist the tutor to monitor and record student progression in relation to their short, medium and long term targets
5. To assist the tutor in feeding into the data capture behind student progression
6. To assist the tutor in feeding into the assessment process
7. To communicate consistently, openly and frequently with relevant parties in helping students to progress educationally towards their targets.
8. To communicate consistently, openly and frequently with relevant parties in helping students to mitigate safeguarding risk as an educational outcome in line with the 'three stage process'
9. To work closely with the assigned tutor to understand both the therapeutic and educational aspect of the particular craft in order to utilise within the differentiated lesson planning
10. To embed PSTE within all lesson plans to address the differing student needs in each session
11. To work closely with students in line with the sessions plan in order to progress students towards all outcomes
12. To lead sessions when needed in the absence of the tutor with the appropriate support from support staff and management
13. To work closely with the 'floating learning assistants' in having students adhere to a progressive behaviour process as well as transitioning students from and to sessions

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.

7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled “Ruskin Mill Trust Limited - Student Protection Policies”.
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
12. To deliver training or development opportunities as required.
13. To maintain a ‘duty of candour’ and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Learning Assistant has no direct staff responsibility.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

# Person Specification / Training and Development Requirements

**Position:** Learning Assistant

The following are the criteria that will be used for Shortlisting

## **Experience, Knowledge and Skills:**

- Experience of working in an area relevant to the area of learning assistant.
- An eye for the aesthetic
- Well organised and experience of managing a diverse workload and meeting deadlines
- Able to work independently but within the framework of a dispersed team
- Adaptable and shows Initiative
- Experience of working in an educational environment supporting the delivery of education
- Ideally holding a teaching qualification or willingness to undertake this.
- Requirement to develop the skills associated with the area that you are supporting (i.e. biodynamics if you are working in horticulture, on the farm etc or trainings associated with glass if you are supporting a tutor in the glass area etc.) These trainings may be outside your normal working hours, and may involve overnight stays, however these will be agreed with you in advance).

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within 2 weeks of commencing role	2 weeks with possible extension depending on progress
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
Ongoing training	A personally designed development programme	Ongoing	Ongoing, this may involve travel and overnight stays but this will be agreed in advance with the post-holder.