



## Job Description

<b>Job title</b>	Bank Learning Assistant
<b>Reporting to</b>	Head of Education
<b>Location</b>	Cairn Education, Billy Space 3, The Tavern, 63 Main Street, Staveley, LA89LN
<b>Salary</b>	£11.50 p/hour

### About our service

Formed in January 2021, Cairn Education's ambition is to develop an outstanding education provision that creates unique, individualised and innovative programmes that improve the lives of autistic individuals that have dis-engaged from mainstream education or employment in Cumbria and enables young people to feel part of a strong community of active learners who are capable of amazing achievements.

- Cairn Education believes in creating a nurturing learning environment in which autistic young people flourish.
- Working in collaboration with the young person to create their own programmes is a central feature of our practice.
- Ensuring young people feel safe, valued and understood is a priority. We believe in empowering young people to set and achieve their own goals.
- Through highly specialist education and therapy we support students to develop resilience and autonomy.
- Cairn Education gives individuals the opportunity to fulfil their academic and employment potential and promotes active engagement in meaningful roles within the community.

### Main purpose of role

To work as and when required, working with students on a 1:1 basis to deliver education and therapy sessions.

### Knowledge and Skills

Grade 4-9 or GCSE grade A-C in English and Maths.

Experience of working within an educational setting with autistic individuals.

## Key tasks

- Follow safeguarding policy and procedure at all times. Reporting any concerns immediately to the DSL.
- Complete a comprehensive induction and training programme.
- Develop a strong rapport with the students that reflects a culture that values honesty, integrity and respect for all.
- Work alongside the Head of Education to implement individual learning activities.
- Work alongside the Head of Therapy to implement individual support strategies and therapeutic interventions.
- Review progress of the student during the session.
- Engage in continuous professional development to further your skills and understanding.
- Work flexibly, and at times independently with students both at Cairn Education site and in the community.
- Maintain a clean and tidy working environment and support as required with the daily cleaning schedule.
- Support students with all aspects of their learning and support needs.
- Actively engage students in the activities that have been set for them.
- Be flexible to support in the delivery of a broad range of activities that may include for example cooking, sports or work-based activities.

## Key results/ objectives

With your support, facilitation, and guidance the students achieve outstanding outcomes.

## Key Responsibilities

Model best practice

Maintain high levels of professional communication with students, parents, Cairn Education staff and stakeholders as required during your working day.

Shared responsibility for the confidentiality, security and accuracy of learners records, data and information.

## Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with Cairn Education's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

### Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted, and they maintain a safe working environment for other employees and students.

### Safeguarding

Cairn Education is committed to the safeguarding of its young persons and expects all staff, volunteers, and adults to work within the parameters of the policies and procedures to ensure the safety of all young persons within its care.

### Equal Opportunities

It is the policy of Cairn Education to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Cairn Education promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

**If you have any further questions about this role then please email Cairn Education at [info@cairneducation.co.uk](mailto:info@cairneducation.co.uk)**