

**Future Horizons - Lifelong Learning Assistant**

**Future Horizons Leeds is committed to putting young people with complex learning and communication difficulties at the centre of everything we do. We aim to provide a holistic, person-centred**

**service that prioritises the wellbeing and personal progress of every learner. We pride ourselves on being able to challenge norms, think outside the box, and develop a creative response to need. We believe that every learner can achieve their personal outcomes and develop new skills.**

**Job Title:** Lifelong Learning Assistant

**Pay:** £22,900-£23,900 per year

**Responsible to:** CEO

**Line Manager:** Teacher/FE Tutor/Learning Coordinator/Pastoral coordinator(as relevant)

**Contract:** Permanent

**Hours:** 37 hours per week, all year round.

***Hours of work 8.45am – 4.30pm daily and until 5.15pm on a Monday.***

**Holidays**: 5.6 weeks per annum, plus an additional allowance during Christmas closure

*Please note that the duties and responsibilities below are a minimum requirement and are not exhaustive or listed in their entirety. Duties and expectations can be reviewed and updated in line with the needs of the business.*

**Main duties**

**We expect all staff to contribute to the overall vision and values of Future Horizons Leeds and demonstrate these at all times by:**

* Supporting young people to access learning
* Running specific programmes and group activities to assist learning as directed by the Tutor/Learning Coordinator/Floor Leader.
* Ensuring learner independence is promoted and encouraged at all times
* Ensuring learner wellbeing is safeguarded at all times.
* Supporting learners with certain aspects of daily living these will include but not be limited to:

feeding, personal care, moving and handling, dressing and administration of medication. All training will be provided.

* Supporting young people to access activities and/or work-related learning in the community.
* Preparing learning areas and spaces as appropriate and as directed by the tutor and to assist with the display of learner work.
* Being aware of any barriers to student learning that may present themselves and work collaboratively to overcome them.
* Undertaking evidence gathering and keep good records of learner progress as requested.
* Communicating with parents/carers about relevant information through FHL authorised mediums including communication books and electronic media.
* Providing any clerical and administrative support for tutors as directed – photocopying, typing, filing, collecting money
* Supporting learners to access and work towards qualifications as directed by the tutor.
* Supporting learners in using technology as appropriate.
* Preparing and maintaining equipment and resources and reporting any faults/replacements as necessary.
* Being aware of and supporting learner difference and ensuring that all learners have equal access to opportunities to learn and develop
* Attending relevant meetings as required
* Appreciating and supporting the role of other professionals within the organisation
* Participating in any training and other professional development as directed

**General Responsibilities:**

As a professional, progressive and supportive organisation, Future Horizons Leeds expects all colleagues to:

* To promote the inclusion and acceptance of all learners.
* To ensure all staff support learners consistently whilst recognising and responding to their individual needs.
* To ensure all visitors to FHL’s premises are received and welcomed
* Embrace, understand and promote the ethos of FHL and to understand the roles they play as part of the team to provide high levels of care and education for our learners.
* Abide by the FHL Code of Conduct and all other policies, procedures and regulatory requirements and guidelines relating to their role.
* Comply with health and safety guidelines and take reasonable care to keep themselves and others safe.
* Ensure safeguarding procedures are followed in line with Local Authority and FHL guidelines and legislation.
* Maintain confidentiality and respond appropriately to issues regarding confidentiality, for example, being aware of personal information regarding our learners.
* Work in collaboration with colleagues and others and FHL stakeholders.
* Keep job knowledge up to date through company and external training, showing a commitment to professional development.
* Act as a positive representative of FHL by modelling and maintaining a professional approach and behaviours at all times.
* Demonstrate a proactive approach, using initiative and showing resilience to take responsibility for getting tasks done.
* Show a willingness to undertake additional roles to meet the needs of the provision, learners and colleagues.
* Be flexible and perform any other duties as required by the Principal within the scope and spirit of the role.

**Special Conditions of Service:**

**There is a requirement to submit to an Enhanced DBS Check and to put yourself on the update service. The cost of this will be reimbursed by Future Horizons Leeds.**