



**HARINGTON**  
*learning to grow, growing to learn*

## **Learning Support Assistant (LSA)**

### **Job Pack**



## **Introducing Harington**

Harington is an Ofsted regulated training provider, based in North London, working with around 50 young people with learning differences aged 16-25. Our mission is to create an inclusive environment, that delivers outstanding, personalised education, learning, and support, which leads to further education, employment opportunities, and a fulfilling life for each of our students.

We specialise in horticulture, retail and employability skills. Our students undertake individualised learning programmes and supported internships that lead to vocational qualifications and achieving personal outcomes. We support the wellbeing of our young people through providing mentoring, counselling, enrichment and one-to-one support.

Our charity has two learning centres in Highgate and Hornsey. We also operate a gardening business and two charity shops, providing income for our charity, work experience placements for our students and employment for young people. We work with local employers and partners to provide work experience and other opportunities for our students.

## **The Role**

This is an exciting time to join the Harington, as we have recently been inspected by Ofsted and have retained our grade of Good. We want to ensure that Harington is able to fulfil and secure its mission to benefit our young people, both now and into the future.

Join our talented team as a Learning Support Assistant in North London. Come and support our students aged 16 - 25 with learning differences, with their learning, work experience, personal growth and independence.

## **The Person**

We are looking for someone with excellent verbal and written communication skills, along with patience and understanding to work with students to give them maximum choice and independence. You must have previous experience working with learners with learning disabilities, ideally within a classroom setting.

You should have literacy and numeracy skills with at least grade 4 in GCSE Maths & English. You will have a good level of digital skills and be able to use a range of IT software including Microsoft Office. You may also be a keen gardener, have experience in retail or experience of supporting people into employment.

## **Our Benefits**

In addition to excellent staff training, our employees are also rewarded with various other benefits offered as part of your employment:

- Confidential employee assistance programme
- Cycle to Work Scheme
- Fully paid for DBS
- Contributory pension scheme

Confirmation of appointment is subject to a satisfactory 6 month probation period.

## **Equality, Diversity & Inclusion**

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability and meet the minimum criteria for the role will be guaranteed an interview.

## **Safeguarding**

We are committed to safeguarding and promoting the wellbeing and safety of our students and our staff. We expect everybody working for the Harington to share this commitment. The successful applicant will be required to undertake an enhanced disclosure through the Disclosure and Barring Service for applications of employment as part of our safeguarding procedures.

Some of our positions involve regulated activity relevant to vulnerable children, adults and young people. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group. Our vacancies are exempt from the Rehabilitation of Offenders Act 1974.

## **How can you apply?**

To apply please send a CV and a Personal Statement to [info@harington.org.uk](mailto:info@harington.org.uk) showing how you meet all of the essential criteria in the person specification in a maximum of 1000 words.

All offers are conditional and subject to satisfactory pre-employment checks and references including an enhanced DBS check. The salary range advertised is based on the full-time equivalent and appointment on the scale is dependent on the role, qualifications and experience.

## LSA Job Description

**Job Title:** Learning Support Assistant  
**Reporting To:** Learning Support Manager  
**Salary:** Band: L2 – L4 (£27,203.80- £28,992.13) Pro Rata  
**Hours:** 33.25 Hours Per Week, Term Time Only  
**Contract Term:** Fixed term until 31st July 2025 (subject to funding this will be renewed)  
**Location:** Highgate and/or Hornsey, North London

**Closing Date: 28<sup>th</sup> February 2025 @ 5pm**  
**Interviews will take place on: 11<sup>th</sup> March 2025**

### Main Functions

This role will work in a strengths-based way to support the independence, autonomy and aspirations of our students. It will support students with learning difficulties/disabilities within their learning programmes, within group settings and individually. Contact hours will be spent with students who need extra help to participate fully and progress with their learning at the Harington training centres or on work experience (inc. the Harington Charity Shop and Harington Gardeners). There will also be opportunities to support with enrichment, mentoring and group activities.

### Main Duties

1. To provide support in sessions for a small group/s and/or individual students, or support outside teaching sessions and on work experience as directed by the line manager.
2. To assist teaching staff with the preparation of materials or activities for named student use and to liaise with teachers and other relevant staff to ensure that effective support is offered.
3. To attend to the specific needs of named students throughout the day as required, being especially attentive at student breaks when social and personal care support are most likely to be needed, but also making regular checks at other times throughout the day.
4. To help students to meet their personal care needs sensitively and appropriately, to a high standard, including personal hygiene, preparing/buying meals and drinks and supporting with any medication in line with guidelines provided.
5. To work closely with the students' keyworkers to ensure that individual student targets are being monitored and reviewed.
6. To act as a trouble-shooter and work with the students to ensure they meet behaviour and learning targets.
7. To maintain a system to record student progress in conjunction with the students' keyworkers.
8. With the knowledge/permission of the line manager, make contact with parents and carers, either by telephone or in writing, where appropriate.
9. To attend team meetings.
10. To undertake training and development, as appropriate.
11. To accompany and support students during external work experience placements and/or trips.
12. To undertake administrative duties relating to the student and the additional learning support being provided.
13. To work corroboratively with Harington staff to produce Individual Learning Plans, Individual Risk Assessments, Personal Emergency Evacuation Plans and Medical Protocols, as required.
14. To contribute to student reports/reviews, if required.

15. To ensure a safe working environment for colleagues, students and visitors in line with the Health and Safety at Work Act and the Harington Scheme Health and Safety Policy.
16. Safeguard and promote the welfare of children and vulnerable adults for whom you are responsible and with whom you come into contact.
17. Carry out other tasks commensurate with grade as specified by managers.

## Person Specification

**Job Title:** Learning Support Assistant

Selection Criteria	Essential (E) Desirable (D)	Assessment method
<b>Experience</b>		
Have some experience of working with people with learning disabilities	E	AF, I
Experienced in working as a learning support assistant	D	AF, I
Previous experience of autism and/or those with limited verbal communication	D	AF, I
Previous experience of managing students with challenging behaviours	D	AF, I
<b>Skills and abilities</b>		
GCSE Grade C or above in English and Mathematics or equivalent qualifications and good verbal and written communication	E	AF
Competent in using Word, PowerPoint, Excel, Outlook Express	E	AF, I
Level 2 or 3 Learning Support or other relevant qualification	D	AF
Able to support young people with learning disabilities in a variety of settings including: classroom, gardening activities and on work experience	E	AF, I
Reliable, flexible and trustworthy	E	I
General awareness of health and safety	E	I
Ability to work effectively as part of a team.	E	AF, I
<b>Other</b>		
Knowledge of/commitment to equal opportunities and anti-discriminatory practice	E	I
Commitment to safeguarding and improving the well-being of children/vulnerable adults and the ability to follow safeguarding procedures	E	I
Enhanced DBS Disclosure	E	I
Willingness to undertake CPD as required	E	AF, I

**This post involves working closely with young people and vulnerable adults therefore appointment will be subject to an Enhanced DBS Disclosure with Barred List check**

### Notes

This list of duties is not intended to be exhaustive but simply highlights some of the major tasks of the post.