

## Learner Support Worker

**Contract term: Permanent**

**Hours: 37 hours**

**Location: Cardiff and surrounding areas**

**Salary: £23,088 per annum.**

**If you would like to work for an organisation that demonstrates outstanding commitment to staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last eight consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!**

### Who we are:

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Jobs Growth Wales+, Apprenticeships and Higher Apprenticeships across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

ACT Schools was established as an independent special school in April 2018. The school accommodates learners aged 11-16, for whom continuing in mainstream education was not a viable option.



### What you'll do:

We are looking for three passionate individuals to provide centre, class and one-to-one support to learners with additional learning needs in order for them to fully participate in all training activities and place focus on their ability to engage in learning and to be a happy and healthy learner.

You will work as part of a centre team and you will report to the JGW+ Delivery Manager for that centre. Support within locations may change from time to time based on learner needs.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

### What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff



## What you are responsible for:

- Assist skills tutors and learning coaches with educational and social development of learners aged 16+ who require additional support.
- Support learners within classroom activities, as required.
- Assist in the implementation of Individual Learning Plans for learners and help monitor their progress.
- Provide one-to-one support to individual learners inside and outside the classroom to enable them to fully participate in activities.
- Support learners with wellbeing support needs as part of a team approach.
- Support wider centre activities as required e.g., trips and visits, breakfast clubs and informal activities.
- Adhere to and promote ACT's environmental and sustainability practices.
- Adhere to all GDPR (General Data Protection Regulations) legislation in respect of learners, clients and colleagues.
- Carrying out any related administrative duties required enabling the smooth running of the programmes.
- Ensuring equality and fair treatment of people is applied and maintained at all times.
- Adhering to and promoting **ACT's** environmental practices.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

## Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes
- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication skills
- To be highly self-motivated and organised
- To ensure effective customer care skills
- A recognition and regard for observing confidentiality



- The capacity to work as part of a team
- An ability to work on own initiative and meet set timescales
- General housekeeping duties
- To display **ACT** core values at all times.

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We invest in people Platinum  
Rydym yn buddsoddi mewn pobl Platinwm



## Person Specification

### What we are looking for:

	Assessment Method	Essential	Assessment Method	Desirable
<b>Experience</b>	Application/ Interview	Experience of supporting young people with a wide range of learning needs to include specific learning difficulties.		
<b>Qualifications &amp; Knowledge</b>	Application/ Interview	An understanding of additional learning needs and how to support learners to achieve.	Application/ interview	Knowledge of using assistive technology for example: Read & Write, Claro
			Application/ Certificate verification	Learning Support/SEN/ALN qualification
			Application/certificate verification	ESOL Qualification
			Application/certificate verification	Teaching qualification
<b>Skills &amp; Attributes</b>	Interview	Creative and passionate for training/learning	Interview	Welsh speaker
	Interview	Ability to communicate effectively to learners, colleagues, managers, parents, stakeholders etc. by telephone, in person and in writing		
	Interview	Well organised		

		Interview	Reliable, respectful, confident and well presented		
		Interview	Team player with ability to work on own initiative		
	<b>H</b>	Interview	Willingness to undertake personal & professional development in relation to your role and business needs		
<b>Personal Qualities</b>	<b>A</b>	Interview	To display ACT Values		
	<b>B</b>	Interview	Supportive and empathetic		
<b>Other</b>	<b>A</b>	Interview		<b>A</b> Application/ interview	Hold a full U.K. driving licence

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=26605-B818B84F-0B15-4E87-80EC-F15B4DF9E71D>

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