

JGW+ Learning Support Worker

Contract term: Permanent, full-time

Hours: 37 hours per week

Location: ACT Cardiff Skills Academy, Hadfield Road

Salary: £18,500 rising to £ 20,000 per annum pro rata

If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about 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.

What you'll do:

We are looking for a passionate individual to provide centre, class and one-to-one support to learners 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
- Car uplifts (where applicable)
- 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:

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We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm



- Assist the skills tutors and learning coaches with educational and social development of learners aged 16+ who require additional support.
- Support centres in classroom activities as required.
- Assist in the implementation of Individual Learning Plans for these learners and help monitor their progress.
- Provide one-to-one support for 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 center activities as required e.g. trips and visits, breakfast clubs and informal activities.
- To adhere to and promote ACT's environmental and sustainability practices.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- To adhere to and promote ACT's environmental practices.
- Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.

- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing 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.

Person Specification

What we are looking for:

| | Assessment Method | | Essential | Assessment Method | | Desirable |
|---------------------------------------|-------------------|------------------------|---|-------------------|---------------------------------------|--|
| Experience | A | Application | Minimum of 2 years' experience of supporting young people with a wide range of learning needs to include specific learning difficulties. | A | Application/ Interview | |
| Qualifications & Knowledge | A | Application/ Interview | Understanding of additional learning needs in Wales and a graduated response to meeting learner needs. | A | Application/ Interview | Knowledge of using assistive technology for example: Read & Write, Claro |
| | B | Application/ Interview | Knowledge, understanding and experience of identifying support needs and providing targeted support/interventions. To include support for learners with a Statement of Special Educational Needs and/or an Individual Development Plan. | B | Application/ Certificate verification | Learning Support/SEN/ALN qualification |
| | | | | C | Application/ Certificate verification | ESOL Qualification |
| | | | | D | Application/ Certificate verification | Teaching qualification |
| Skills & Attributes | A | Interview | Creative and passionate for training/learning | A | Interview | Welsh speaker |
| | B | Interview | Ability to develop others | | | |
| | C | Interview | Proven track record of meeting targets | | | |
| | D | Interview | Excellent written and verbal communication skills | | | |
| | E | Interview | Well organised | | | |
| | F | Interview | Excellent IT skills with programmes such as Microsoft Office, Word and Excel | | | |
| | G | Interview | Willingness and ability to be flexible and go above and beyond as and when needed | | | |
| | H | Interview | Team player with ability to work on own initiative | | | |
| | I | Interview | Willingness to undertake personal & professional development in relation to your role and business needs | | | |
| Personal Qualities | A | Interview | To uphold ACT Values | | | |
| Other | A | 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=21260-8E355673-D565-4360-8812-36A2FBF8F97B>

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