



Diocese of Westminster

Job profile **Learning Support Assistant (Lunchbox)**

Location: Caritas St Joseph's

Reporting to: Life Long Learning Manager

Job Purpose:

1. To provide support to all students at the Centre, ensuring that they are treated with respect at all times, with a specific focus on the dignity and gifts of each individual.
2. To support Individual students to derive learning from the course and assist the tutor in meeting the objectives of the course sessions.
3. To assist in the communication of the student and offer practical assistance to ensure that students are able to access the course activities; to perform as independently as possible; and exercise choice.

Principal duties and responsibilities

1. To support the students in and outside the classroom, working in line with the St Joseph's Pastoral Centre ethos and policies of good practice.
2. To work in line with the specific course plans for each class [standing in for the teacher when necessary], and to show initiative in developing these to meet the needs and aspiration of individual students. Maintain written records of person-centred planning, evaluation and student assessment where appropriate.
3. To work in accordance with St Joseph's Pastoral Centre's Health & Safety policies, confidentiality policy, POVA {Protection of Vulnerable Adults} procedures, and risk assessments.

Person specification: **LSA (part time)**

Contract Type: Permanent

Salary: £13.85 p/h

Hours of work: 3 hrs (41 wks) (+agreed additional hours: training, staff meetings)

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees clergy contractors etc.	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure	E
<i>Adaptability and Flexibility:</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Relevant experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Knowledge and experience of working with people with learning difficulties	D
Technical Skills	
Qualifications or experience in food preparation.	D

Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D

The post is subject to an enhanced check by Disclosure and Barring Service

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required