

# LLANELLI RURAL COUNCIL

## JOB DESCRIPTION

<b>POST TITLE:</b>	ADDITIONAL LEARNING NEEDS (ALN) ASSISTANT (Maternity Cover)
<b>GRADE:</b>	SCALE 4 SCP 7-11 £25,584 - £27,269.
<b>STARTING GRADE:</b>	SCP 7 £25,584
<b>RESPONSIBLE TO:</b>	YOUTH EMPLOYMENT MANAGER
<b>SUPERVISORY RESPONSIBILITY:</b>	LEARNERS

### **JOB PURPOSE:**

1. To provide a quality training and additional learning support service to learners with Additional Learning Needs.
2. To record learner activity on digital platforms to meet lead organisation standards.
4. To liaise with tutors, lead workers, and other stakeholders involved with the learner's journey.
5. To provide Wellbeing support to ALN Learners and link in with Lead Worker and Safeguarding Officer when needed.

### **MAIN RESPONSIBILITIES:**

1. To assist in the fulfilment of all contractual requirements as imposed by the Welsh Government.
2. To meet the quality standards of the Estyn Common Inspection Framework.
3. To contribute to the effective management of the Council as a whole and to work as part of a team.
4. To contribute towards the development of a culture within the Council, which is customer focused, committed to securing best value and to providing high standards of service and the promotion of Health and Safety.
5. To act in accordance with the Council's Health and Safety Policy and supporting procedures and to comply with all statutory regulations and the legal requirements of Health and Safety which may, from time to time, be applicable or in force.
6. To fulfil all personal obligations and requirements with regard to the Council's policies and procedures with particular emphasis on equal opportunities, customer care, security, work standards and promotion on the Council's values.

7. To adopt a co-ordinated and co-operative approach to working.
8. To be responsible for promoting quality work-based learning opportunities and developing employer relationships.
9. To promote the Jobs Growth Wales Plus programme and, wherever applicable, fulfil all the obligations associated with our prime contractors.

**HOURS OF DUTY: 37 HOURS PER WEEK**

8.45 am to 5.00 pm Monday – Thursday

8.45 am to 4.30 pm Friday

You may also be required to work additional hours as and where necessary which will be paid as overtime.

**PLACE OF WORK:**

Normally at Ty Myrddin, Old Station Road, Carmarthen, SA31 1JN, but you may be required to work at other sites as the need arises.

**SPECIFIC DUTIES**

(NOT IN ORDER OF PRIORITY)

1. To support learners who are assessed with having Additional Learning Needs (ALN)
2. To deliver high quality, flexible and positive support for learners, using appropriate methods and materials, which enable learners with ALNs to develop skills, demonstrate knowledge and confidence to achieve their learning goals.
3. To support ALN Learners in the completion of their qualifications.
4. To maintain a harmonious learning environment that is conducive to a positive learning experience for learners.
5. To develop an Electronic Individual Learning Plan (EILP) with each ALN learner, as and when required and provide support in their completion.
6. To undertake timely progress reviews with ALN learners and employers, where applicable, to set and review targets towards learning and employment outcomes.
7. To support the personal development and life skills of learners with ALNs.
8. To complete compliance documentation relating to Learners with ALNs.
9. To manage ALN learner attendance ensuring timesheets and ALN registers are maintained and attendance authorised.
10. To maintain ALN learner information on digital platforms to ensure documentation meets programme compliance and is accurate and timely.

11. To mentor and support learners with additional learning needs and where appropriate provide learning coach support.
12. To assist in the delivery of Wellbeing activities for ALN learners.
13. To undertake such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate in the support of learners.

1 October 2024