



Job Description

Seeds4Success Learning Assistant (SKILD)

Job Title:	Learning Assistant (SKILD)
Hourly rate:	£12.75 - £14.75 per hour (depending on relevant qualifications and experience)
Hours:	6 hours per week on an initial one-year contract. Must be available 9:30-15:30 Tuesday 1 st September 2025 and 14 th July 2026 during Wiltshire school term dates. Possibility of additional hours (Wednesday daytime).
Location:	Mere Youth Centre and any agreed offsite activity venues in South West Wiltshire as required
Supervisor:	Seeds4Success Charity Director

Job Purpose

Work with the project Lead Worker and other key workers to support the engagement, learning and attainment of young people, including those with SEND on the SKILD project. Working 1-to-1 mostly with a young person with SEND but also with wider group. Promote young people's independence, self-esteem and social inclusion. Give support to young pupil, individually or in small groups, so they can access the curriculum, take part in learning and activities, and experience a sense of achievement.

Main Responsibilities

1. Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to increase achievement of young people on the SKILD programme with special educational needs and disabilities (SEND)
2. Support an identified individual during SKILD sessions on a 1:1 basis and others in the group if that individual is not present.
3. Promote, support, and facilitate inclusion by encouraging participation of all young people in learning and practical activities.
4. Support the teaching of Functional Skills English and Maths (Entry levels and Levels 1 and 2).
5. Plan and deliver (with guidance from Lead workers) appropriate and differentiated learning activities for Entry levels and Levels 1 and 2 Functional Skills Maths and English.
6. Use effective behaviour management strategies consistently in line with the charity's policy and procedures.

7. Support other staff with maintaining good order among young people, managing behaviour effectively to ensure a good and safe learning environment.
8. Observe young people's performance and pass observations on to Lead Worker and other key workers.
9. Support other key workers to supervise young people during sessions and at lunchtime.
10. Use ICT skills to advance pupils' learning.
11. Direct the work, where relevant, of other adults in supporting learning
12. Create an environment and culture of equality and safeguarding where young people are enabled to speak openly about concerns around others' behaviour and where reports of bullying, harassment and discrimination are listened to and appropriately dealt with.
13. Actively engage with young people, other staff and volunteers in an on-site proactive risk assessment, ensuring they are aware of all specific hazards at sessions, any rules they will be expected to follow and they know how to and are using any tools safely and equipment appropriately. Complete any required paperwork with children and young people to confirm their understanding and acceptance of appropriate behaviours to keep the group safe.
14. Foster a child/young person-centred approach at all times, ensuring there is no discrimination or bullying and support young people to fully engage.
15. Adhere to all organisational policies including lone working, safeguarding and data sharing and confidentiality.
16. Implementation of equal opportunities, health and safety and other expectations outlined in the staff handbook.
17. Performing and ensuring the discharge of administrative duties including record keeping, health and safety and providing other day to day data and information as required by the Charity Director.
18. To take part in team meetings, supervision and appraisals in accordance with Seeds4Success staff handbook.

General Duties

The post holder is expected at all times to contribute to the attainment of the charity's mission and achievement of our 'Theory of Change'

- Liaise with partners and other key stakeholders.
- Ensure security is maintained and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters
- Work within the agreed policies and procedures of Seeds4Success
- Carry out such other general duties as shall be determined by Seeds4Success Charity

Director. Support other members of staff as required by the workload and by absences due to leave, sickness etc.

Seeds4Success recognises that children and young people live in families and local communities that can be both sources of support and safety but also danger and risk. We believe that safeguarding is everyone's responsibility and should be reflected in every aspect of our work with children and young people. The welfare of every child and young person in contact with the charity remains our priority at all times.

This role is a regulated activity and thus subject to an enhanced DBS check, a children barred list check and two satisfactory references.

Seeds4Success is committed to Equal Opportunities and the post holder is expected to be familiar with the Equality and Diversity Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.