

# JOB

# DESCRIPTION

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Post Title: Learning Support Assistant  
Responsible to: Learning Support Officer

The postholder will be expected to:

### Duties

1. To provide appropriate support for individuals or groups of students in/out of class in line with their Additional Learning Support Plan.
2. To work in partnership with curriculum teams to ensure appropriate and effective support to meet individual need.

The precise duties of the LSA will depend on the student's need but may include the following:

3. To support the LSO in the undertaking the assessment process of students who have declared a learning difficulty or disability including completion of Additional Support Plans as directed.
4. To contribute to the review of support process, including completion of termly support reviews as directed by the LSO.
5. To recommend withdrawal of support to the LSO as appropriate.
6. To work in any area of the College including all sites and any other venues where the college conducts its business as and when required including realistic working environment, trips and residential.
7. To follow the Additional Learning Support Team's record keeping systems including the regular use of college MIS systems, (e.g. Pro-Monitor) to record and share information regarding students with learning difficulties and disabilities.
8. To work with students who have a wide range of support needs including learning difficulties, physical disabilities, medical conditions, visual impairments, hearing impairments and mental ill health.
9. To work in partnership with teaching staff to adapt and modify materials as required.
10. To take clear and concise notes for individuals as appropriate to ensure that they gain the maximum understanding.
11. To provide regular feedback to LSOs through prescribed procedures.

12. To provide personal care as and when necessary
13. To assist in the selection and recommendation of assistive/enabling technology and equipment and to ensure that this is in the right place at the right time and to support learners in the use of this equipment/technology.
14. To attend regular meetings with the LSO and/or Head of Additional Learning Support.
15. To undertake further qualifications and training as directed by the Head of Department
16. To attend all appropriate staff development and training as agreed with the Head of Department- Additional Learning Support.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

#### Qualifications

- Level 2 Literacy and Numeracy.
- City and Guilds 7321 Certificate in Learning Support or equivalent.
- Qualification in Equality and Diversity.

#### Knowledge

- A firm knowledge and understanding of students with learning difficulties and disabilities.
- Knowledge of how to work with others to support learning.
- Knowledge of Equality and Diversity issues in relation to learners with learning difficulties and disabilities.

#### Competencies

- IT skills including experience of MS Office Packages.
- Evidence of comprehensive record keeping/tracking of learners.
- Evidence of assessing the needs of learners.
- Experience of providing additional support to individuals and/or groups of learners in a variety of situations.
- Highly developed communication skills, able to:  
Communicate effectively with appropriate and relevant colleagues.  
Communicate effectively with learners with different levels of communication skills.
- Demonstrate a commitment to promote independence and support people in achieving their goals.
- Be able to promote independence, inspire confidence and trust.
- Be able to work flexibly.
- Proven organisational skills.

#### **January 2023**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

