

Learning Support Assistant (Skills Development)

Department: Business, Hospitality, Care & Lifestyle

Reports To: Head of Skills Development

Job Purpose:

To promote the education and development of the wide ability of students with learning difficulties and/or disabilities. The post holder may at times be in sole charge of small groups of students, including in practical work areas.

Key Responsibilities:

1. To support students in class and at other times where necessary, including work experience placements, excursions, shopping trips and residential visits. This may involve more than one college site. This may involve driving College vehicles.
2. To assist lecturers in classroom and workshop situations, particularly performing an active role in reinforcing instruction and assisting the students with their subject options.
3. To monitor students behaviour, liaising closely with tutors and mentors.
4. To attend appropriate training sessions and courses to facilitate student learning.
5. To attend to students' personal care needs which sometimes includes intimate care and general welfare, including toileting and personal hygiene, where necessary. This may mean requirement to lift on occasions.
6. To adapt materials and set up specialist equipment for individual students.
7. Undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid.
8. To deliver lifting and handling and assist with wheelchairs.

NOTE

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

Person Specification

Post: Learning Support Assistant (Skills Development)		Essential	Desirable
	Qualifications:		
1	Qualified to Entry Level	✓	
2	Literacy and Numeracy at level 2 or above		✓
3	Level 2 Certificate in Adult Literacy/Numeracy Subject Support, or other qualifications as appropriate to the job role		✓
4	Certificate in Learning Support		✓
	Knowledge & Experience:		
5	Experience of working with students with learning difficulties and/or disabilities	✓	
6	Experience of working in an educational establishment		✓
	Skills & Personal Qualities:		
7	The ability to communicate with and relate to these students in an adult manner	✓	
8	The ability to carry out personal care duties, which sometimes includes intimate care	✓	
9	The ability to assist with the various curriculum and vocational activities	✓	
10	The ability to maintain absolute confidentiality of information	✓	
11	The ability to use initiative and common sense	✓	
12	It is important to be adaptable and flexible	✓	

Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
 - Safeguarding Children and Safer Recruitment in Education, including Prevent;
 - Human Resources policies and procedures;
 - Health and Safety policies and procedures;
 - Equality, Diversity and inclusion policies and procedures;
 - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

Additional Information

Hours of Work : Part-time, 25.6 hrs p/wk., 36 wks. P/yr. Temporary to July 2021

Salary Range : £9,542 P/A (Pro rata of £16,991)

Closing Date : Midnight on Sunday 1 November 2020