****

**FARNBOROUGH COLLEGE OF TECHNOLOGY**

**JOB DESCRIPTION**

1. **JOB TITLE:** Learning Support Assistant

**RESPONSIBLE TO:** Assistant Principal

**FACULTY/SECTION:** General Education

**LOCATION:** Boundary Road, Farnborough

**HOURS:** Part Time / Term Time

1. **OBJECT OF JOB**

* To provide tailored learning support and personal care to individual learner/s
* To provide practical support to tutors in the classroom, across all academic faculties within the College
* To promote Equality and Diversity and ensure the Safeguarding and Protection of learners, in accordance with College policies and procedures

1. **DESCRIPTION OF MAIN RESPONSIBILITIES**

* To provide basic personal care to students with disabilities and/or learning difficulties if required
* To support students to learn effectively as possible both in group situations and individually, inside and outside the classroom.

For example:

Clarifying instructions

Ensuring the student is able to use necessary equipment

Motivating and encouraging the student/s

Assisting in areas of specific difficulty, such as speech and language or writing tasks

Helping students to concentrate on and finish work

Developing appropriate resources to support the student

Assisting in the management of pupils social interactions and behaviour

* To maintain and operate appropriate equipment
* To establish acceptance and inclusion of the student in the classroom
* To carry out any specific duties as outlined in the students Education Health and Care Plan
* To help maintain up-to-date student records
* To support and further the College Equal Opportunities Policy
* To ensure the Safeguarding and Protection of learners

1. **NUMBER OF STAFF SUPERVISED AND GRADES**

N/A

1. **MAIN TYPES OF DECISIONS TAKEN**

Skills development and those pertaining to Health & Safety

1. **MAIN CONTACTS**

Programme Manager, course tutors, students

1. **PERSON SPECIFICATIONS**

EDUCATIONAL ATTAINMENTS OR ACADEMIC /PROFESSIONAL QUALIFICATIONS

* GCSE passes in English and Maths
* Good general IT skills
* Personal Care and Manual Handling qualifications, or a willingness to undertake

ESSENTIAL OR SPECIFIC SKILLS/COMPETENCIES OR APTITUDES

* Innovative approach to delivery of learning support
* Excellent interpersonal/communication skills
* Ability to assist students to learn new or improve skills
* MIDAS mini bus test (desirable)
* Emergency First Aid at Work (desirable)

DESIRABLE WORK EXPERIENCE

* Experience in personal care
* Experience in working with people with learning difficulties/disabilities

PERSONALITY/BEHAVIOURAL CHARACTERISTICS

* Commitment to and empathy for students and adult learners
* Ability to work with others
* Personal and flexible approach
* Genuine interest in the education and welfare of young people
* Understanding of the needs and expectations of young people

**SAFEGUARDING**

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment.

This position will involve contact with young people and vulnerable adults. Consequently, the post-holder will be obliged to demonstrate and maintain their suitability to work with young people and vulnerable adults. This will include a requirement to undertake an enhanced Disclosure and Barring check.

**SIGNED: DATE: September 2021**

**NAME:** Clair Bryan **Assistant Principal**