

# JOB DESCRIPTION

## JOB IDENTIFICATION

<b>Job Title:</b>	<b>Learning Support Assistant</b>
<b>Responsible To:</b>	<b>Learning Support Manager</b>
<b>Department:</b>	<b>Learning Support (Cadbury)</b>
<b>Salary Grade:</b>	<b>Grade C</b>

## JOB ROLE

- Support of learners with special educational needs in and out of class
- Support learners with an Education Health Plan access learning opportunity that meet their individual goal
- Act as a central contact point for the learner in terms of accessing their education
- Delivery of one to one support for learners.
- Delivery of small group support for learners (in groups of two or three).
- Note-taking as necessary

## KEY DUTIES

No	Description of Duties
1	To support the developing of core skills of learners in the classroom this will include: <ul style="list-style-type: none"> <li>• Supporting learners in the classroom, either 1:1 or small groups and the study link workshop on a 1:1 drop in basis</li> <li>• Encouraging learners to participate in learning activities</li> <li>• Adapting learner materials where necessary</li> <li>• Ensuring communication and access to learning materials takes place.</li> <li>• Ensuring efficient communication and feedback takes place</li> <li>• Promoting learning through specialist and assistive technology</li> <li>• Promoting the areas aim to increase retention and success by removing barriers to learning</li> </ul>
2	Attend support and curriculum team meetings as appropriate to provide feedback on student progress and assist vocational tutors to differentiate learning and implement behavioural support plans
3	Work closely with directorate learning support co-ordinators, lecturers in class, and/or study link workshop to ensure learners are receiving the correct support
4	Assist with and support the delivery of personal care to learners who may have this need with respect and dignity

5	Keep relevant documentation as required, ensuring student progress is tracked and recorded and that all information is relayed back to the directorate learning support coordinators and relevant vocational tutors as required
6	Maintain a high level of awareness of individual needs of learners, including multi-cultural, social and behavioural needs, and preferred learning style
7	Assist with screening and diagnostic assessment of individuals
8	Undertake training essential for the role of Learner Support Assistants

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures.
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

# PERSON SPECIFICATION

## Job Title: Learning Support Assistant

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	Hold relevant degree		✓
1.2	Hold a minimum of a Level 3 subject qualification	✓	
1.3	Hold a teaching qualification preferably PTLLS or equivalent.		✓
1.4	Hold a City & Guilds 9297 Cert in Adult Learning Support or successful completion of this (or similar) following appointment	✓	
1.5	Must have at least GCSE in English <b>and</b> Maths to grade Cor above, or a recognised equivalent qualification (FS L2), and current skill levels at L2 in Literacy, Language and Numeracy	✓	
<b>2. Experience</b>			
2.1	Experience in supporting learners, staff or clients	✓	
2.2	Demonstrate understanding of the wide range of needs students have in an FE setting that affects the achievement of goals	✓	
2.3	Understanding of literacy/numeracy support in the classroom (including embedding and contextualisation)	✓	
2.4	Demonstrate clear understanding of assessment and their link to support programmes	✓	
2.5	Demonstrate experience of preparing and evaluating learning materials		✓
2.6	Experience in delivering exceptional personal care to learners, individually or as part of a team	✓	
<b>3. Skills/Abilities</b>			
3.1	Be able to work as part of a team and with individuals	✓	
3.2	Be able to present information to learners using ILT	✓	
3.3	Good organisational and administrative skills	✓	
3.4	Ability to work under pressure	✓	
3.5	Ability to inspire and motivate students	✓	
<b>4. Qualities</b>			
4.1	Willingness to work within a team to implement strategic policy	✓	
4.2	Genuine understanding of a commitment to Equal Opportunities in practice	✓	
4.3	Prepared to actively participate in new developments	✓	