

## ROLE DESCRIPTION

### 1. JOB TITLE: Learning Assistant

### 2. CONTEXT

The new role of Learning Assistant is designed to provide support for teaching and learning within a practical working environment. The Learning Assistant will be based within an academic School and will be part of the curriculum team, working alongside members of the teaching staff to support students' learning.

### 3. MANAGEMENT ACCOUNTABILITY

**Responsible to:** Head of School

### 4. MAIN PURPOSE OF JOB

To provide practical support for teaching and learning and supervision of practical work areas to ensure a high quality student learning experience.

### 5. MAIN DUTIES AND RESPONSIBILITIES

- Supervise students, under the oversight of teaching staff, within the learning environment to assist in developing specialist skills and ensure safe working practices.
- Demonstrate the correct use of equipment and handling of materials to students to assist in developing their skills and ensure safe working practices.
- Act as a role model for students to promote high standards of conduct and behaviour.
- Supervise and maintain designated practical work areas, regularly checking to ensure effective and efficient support to teachers and learners, a high standard of cleanliness and adherence to health and safety requirements.
- Regularly check, maintain and as necessary repair equipment in accordance with College guidelines to ensure it is safe and ready for use when required.
- Give technical advice to staff and students on the selection and use of equipment and materials for teaching and learning purposes and, as appropriate, prepare written technical guidelines for the use of equipment and processes.
- Operate a booking and retrieval system to control the allocation and usage of equipment and resources for teaching and learning.
- Prepare the multi-camera TV studio for use, as and when required, including open events.
- Monitor and maintain stock levels of consumables and order supplies to ensure appropriate materials are available when needed to support the learning process.

- Liaise with external contractors or representatives of organisations for the repair or installation of equipment.
- Maintain inventories of new, current and obsolete equipment in accordance with College procedures.
- Identify and arrange disposal of damaged or obsolete equipment and resources.
- Safely dispose of waste materials to maintain a safe learning environment.
- Originate, maintain and updated risk assessments for designated processes including the School's facilities, and ensure the implementation of agreed control measures and procedures, to ensure a safe and healthy learning environment.
- Provide first aid in the event of an accident within the practical work area.

## **6. GENERAL AND COLLEGE RESPONSIBILITIES**

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities to update skills and knowledge.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
  - Be familiar with and promote the Equality and Diversity Policy
  - Promote equality and diversity in the workplace and set the tone for behaviour between colleagues (for manager roles)
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the postholder.

**NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.**

