

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Learning Support Assistant
Responsible To:	Team Leader for Foundation Learning / Principal Support Officer
Department:	Foundation Learning
Salary Grade:	Grade C

JOB ROLE

You will be part of a team which is committed to providing a safe and inclusive learning environment where everyone is valued and encouraged to reach their full potential, and aspirations for both students and staff are high. You will support learners with Educational Special Needs and work to remove barriers to their education. This role is very varied and you will pride yourself on supporting learners in their personal care and ensuring they have continuous support as part of our college. Learners may have complex needs.

Working within a large team, you will deliver outstanding programmes of study in an FE college. This role will allow you to act as central contact point for the learner in terms of accessing their education and deliver both one to one and small group support, as and when required.

KEY DUTIES

No	Description of Duties
1	To Support learners in the Maths and English classroom in developing the core skills in the classroom this will include either 1:1 or small groups
2	Attend support and vocational 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 learning support co-ordinators, lecturers in class, and/or workshops to ensure learners are receiving the correct support
4	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.
5	Assist with and support the personal care of learners in a respectful and dignified manner
6	The ability to safely carry out physical tasks of supporting learning in and around college, including working offsite when necessary

7	Support the transport arrangements for learners, including supporting non-ambulatory learners, and pushing of learners in wheelchairs who cannot self-propel
8	Maintain a high level of awareness of individual needs of learners, including multi-cultural, social and behavioural needs, and preferred learning style
9	Assist with interviewing, screening and diagnostic assessment of individuals, or supporting other developmental activities.
10	Undertake training essential for the role of Learner Support Assistants including mandatory Safeguarding training.
11	Use information Learning Technology (ILT) in the development of supported learning materials. Use multimedia-learning resources in support of the learning experience and to promote learning through specialist and assistive technology.
12	Have agreed in class support caseload
13	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual.
14	Carry out general duties in accordance with general policy framework of the college.
15	Ensure effective communication takes place with management, staff, students, customers and clients
16	Promoting the areas aim to increase retention and success by removing barriers to learning
17	Adapting learner materials where necessary and encouraging learners to participate in learning activities
18	Ensuring communication and access to learning materials takes place, along with providing feedback and adapting learner materials where necessary
19	Ensure a high level of confidentiality at all times

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell 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 – Foundation Learning

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

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	Hold a relevant qualification relating to educational support		✓
1.2	Hold a minimum of a Level 3 subject qualification	✓	
1.3	Must have at least GCSE in English and Maths to grade C or above, or a recognised equivalent qualification (FS L2), and current skill levels at L2 in Literacy, Language and Numeracy	✓	
2. Experience			
2.1	Experience in supporting learners, staff or clients with learning disabilities	✓	
2.2	Demonstrate understanding of the wide range of needs students have in an FE setting that affects the achievement of goals, including Autism, learning disabilities, social and emotional difficulties, PMLD and managing medical activities	✓	
2.3	Understanding of supporting SEN in the classroom, including using a variety of communication methods such as Makaton, PECS and non-verbal prompts	✓	
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	✓	
3. Skills/Abilities			
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 with difficult learners and be proactive in developing suitable behavioural strategies	✓	
3.5	Ability to inspire and motivate students	✓	
3.6	Ability to be empathetic and caring	✓	

3.7	Committed to the development of learner and departmental goals	✓	
4.	Qualities		
4.1	Willingness to be flexible	✓	
4.2	Genuine understanding of a commitment to Equal Opportunities in practice	✓	
4.3	Prepared to actively participate in new developments	✓	