

Job Description

Job Title:	Learning Support Practitioner
Responsible To:	ALS Co-Ordinator
Line Management of other staff:	No
Location:	Braintree
Salary:	Actual Salary £14,426 - £14,660 per annum Full-time Salary £22,511 - £22,876 per annum
Date of last review:	April 2024

Purpose Statement:

To support learners in accessing learning activities and to help ensure learners achieve their maximum potential on their chosen course of study.

Main Duties & Responsibilities:

1	To provide support (in person or virtual) to designated learners in a range of courses. This could include: assisting with literacy or numeracy skills; helping maintain learner focus throughout sessions; breaking work down into manageable chunks and helping to deal with disruptive or difficult behaviour.
2	To work mainly under the direction of a tutor in supporting learners and helping to promote independence whilst contributing to the raising of expectations for learners.
3	To read over student work, looking at spelling, grammar and punctuation during the sessions.
4	To contribute to the access of learners to college as required i.e. low level non intimate personal care, assisting with toileting, assisting in self-administering medication, assisting with mobility and/or assisting learners in the canteen.
5	To complete records relating to the progress of learners in a timely and professional fashion, using college IT systems.
6	To assist in the safe and appropriate use of ICT and course related equipment, with necessary training and guidance.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title:

Learning Support Practitioner

Qualifications	Essential	Desirable	How is this assessed?
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A / I
Any disability and/or education related training / qualifications		✓	A / I
Experience	Essential	Desirable	How is this assessed?
A proven commitment to the idea of supporting others to achieve goals.	✓		I
A proven commitment to high standards of support and practice in a professional setting.	✓		I
An awareness of the purpose of learning support within education.	✓		A / I
Experience of working with young people.		✓	A / I
Confident user of ICT including internet, e-mail, word, Microsoft Teams etc.	✓		A / I
Experience of working with people with learning difficulties or disabilities; people with emotional and behavioural difficulties or people with mental health difficulties.	✓		A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Excellent communication skills, including listening, reading and writing.	✓		A / I / T
A positive attitude towards inclusion and disability.	✓		I / T
An ability to build good working relationships with people at all levels.	✓		I / T
Proven experience of maintaining professional boundaries within job role.	✓		I

Willingness to undertake personal care tasks as required i.e. low level non intimate personal care, assisting with toileting, assisting in self-administering medication, assisting with mobility and/or assisting learners in the canteen.		✓	I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓	✓	A / I
Personal Attributes	Essential	Desirable	How is this assessed?
Must be flexible and willing to adapt to different course areas and hours.	✓		A / I
Must be able to work as part of multiple teams.	✓		I
Proven commitment to the role, demonstrated through excellent attendance.	✓		I
An ability and willingness to work at multiple sites.		✓	I
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

A	Application
I	Interview
T	Task (at Interview)