

JOB DESCRIPTION

Post:	Learning Support Assistant
Responsible to:	Curriculum Manager
Pay Band:	2

Job Purpose:

To support students in GCSE English and Maths lessons

Main Duties

- To support student(s) in their learning as directed by the teaching staff;
- To support student(s) on practical work as directed by the teaching staff;
- To support student(s) on a one to one basis as directed by the teaching staff;
- To keep appropriate records;
- To support and supervise students on work experience or when out in the local community;
- To prepare for practical sessions and maintain equipment, tidy the classroom and return any equipment;
- To share in the supervision of students during non-teaching times, eg breaks, lunch times (this may include pastoral care and problem solving);
- Assist in administrative tasks for students as required;
- To liaise with tutors over any issues regarding or raised by the student;
- To attend staff and review meetings as required.
- To support, contribute to and take a personal responsibility for implementing the College's commitment to Equality and Diversity.

Other duties applicable to all staff working at Abingdon and Witney College

The post holder will be required to:

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- participate in a programme of personal development;
- keep abreast of developments in your area;
- adhere to the health and safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College;
- adopt high standards of customer service;

- abide by any College policies in relations to staff, students, e.g. communications, equal opportunities and employment policy;
- as a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	Commitment to enabling others to learn and develop	Application form, Interview questions
2	Ability to work as a member of a team and to work independently when required	Application form, Interview questions
3	Literacy and numeracy skills at level 2	Application form Tests at Interview
4	Demonstrate a knowledge and understanding of Safeguarding/Child Protection issues relevant to the post	Application form, Interview questions
5	IT skills at level 2, or willingness to learn	Application form, Certificates
6	Attentive to the needs of others	Application form, Interview questions
7	Willingness to train as appropriate	Application form, Interview questions
8	Ability to work with students with complex behavioural needs	Application form, Interview questions

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Experience of supporting people with difficulties and disabilities	Application form, Interview questions
2	A first aid qualification (although training can be provided)	Application form, Certificates
3	A support or basic skills qualification	Application form, Certificates