

JOB DESCRIPTION

Job Title: Learning Support Assistant

Pay Band: Pay Band 2

Job Purpose

To support students with complex needs and behaviours in the college.

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.

PERSON SPECIFICATION

The successful candidate should match the following **essential** criteria:

	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

The successful candidate may match the following **desirable** criteria:

	DESIRABLE	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
4.	Ability and willingness to drive the college mini bus	Application form, Certificates/Test

CONDITIONS OF SERVICE

Salary:	Payband 2
Payment:	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
Holidays:	Term time only
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the DBS Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of DBS Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish
Job duties:	The precise duties of the post will be agreed after discussion between the Line Manager and the successful candidate.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

✓✓ Abingdon & Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- * Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- * Ask employees with disabilities at least once a year what can be done to be sure that they can develop and use their abilities at work.
- * Make every effort when employees become disabled to make sure they stay in employment.
- * Make sure key employees develop the awareness of disability needed to make this commitment work.
- * Review these commitments annually.