

JOB DESCRIPTION

Post:	Learning Support Assistant – Cross College
Responsible to:	Team Leader SEND Support
Pay Band:	2

Job Purpose

To support students, some 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; in line with EHCP/Support plans/Risk Assessments
- To keep appropriate records; eg Promonitor, Wiki-me
- To support and supervise students on work experience or when out on trips and/or in the local community; in line with EHCP/Support plans/Risk Assessments
- To assist with preparation for practical sessions, tidy the classroom and return any equipment as appropriate to storage areas
- 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/Team Leaders over any issues regarding or raised by the student;
- To attend staff and review meetings as required within normal working hours
- To support, contribute to and take a personal responsibility for implementing the College's commitment to Equality and Diversity.
- To attend all CDD and training during the year including specialist training where required to support specific learners.
- Some Learning Support Assistant positions, require assisting with students' personal care.
- To cover across all College campus's if required.

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

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