**Job Description:**

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| **Post:** | ***Learning Support Assistant – Alton Independence Hub*** |
| **Salary Grade:** | *Grade 3 Point 9 -FTE £20,620.91 (fixed point)* *\*39 weeks a year Actual £18,320.89* |
| **Responsible to:** | *Responsible to: The Independence Hub Manager* |
| **Responsible for:** | *Delivery of outstanding 1:1 and small group learning support interventions* |

**Key Purpose:**

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| **1** | To provide a high quality proactive academic learning support service to learners who have severe and complex additional learning needs |
| **2** | To ensure that all learners receiving support have the opportunity to achieve as well as their peers and are able to stay as independent as possible |
| **3** | To provide learning support that contributes to an outstanding learner experience from the start of their college journey to progression into further study, employment or adult services |

**Key Responsibilities and Accountabilities:**

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| **1** | Provide high quality in class or small group support to learners identified with additional learning needs, under the guidance of the class teacher, in all learning environments  |
| **2** | Plan, implement and measure the impact of the support work carried out in the classroom in order to evaluate its effectiveness and work towards continual improvement of the service |
| **3** | Record, monitor and track individual support details and progress in accordance with College and departmental policies, procedures and service standards |
| **4** | Work directly with curriculum staff, other support staff, key external stakeholders and agencies to ensure that the learner journey, from start to finish, meets the social, emotional and academic needs of each individual learner |
| **5** | Be a part of the College’s learner assessment process, assisting curriculum tutors to gather support data, keeping accurate records that are accessible to all who require them |
| **6** | Contribute to the development of accurate and relevant performance monitoring and evaluation systems across the department |
| **7** | Develop an understanding of barriers to learning and the wide range of ways to overcome these; to also develop a comprehensive knowledge of complex SEND, severe learning difficulties / disabilities and the strategies to support these |
| **8** | Attend to personal care needs, if required, such by assistance with hoisting, toileting, feeding, first aid (subject to training) and pushing wheelchairs onsite and for short specified distances during off site visits  |
| **9** | Enable the learner voice and the views of staff to be heard in the development and delivery of the learning support function |
| **10** | Adopt an outward-looking approach to the development of innovative practice which will enable the delivery of a consistently outstanding service |
| **11** | Undertake continuous professional development in line with learning support education and national standards, and, in particular, contribute to the development of the Academic Learning Support service within the College |
| **12** | Enable learning support procedures to be carried out in line with best practice guidelines with regard to safeguarding and equality and diversity  |
| **13** | Take on the management of small projects, as directed by the Academic Learning Support Manager, in order to broaden personal experience |
| **14** | To provide, as required, reading/amanuensis, practical assistance and invigilation for both internal and external exams that take place within the College |

 **Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety.  |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults.  |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Maths and English to at least level 2 |  | Y | A |
| 2 | Experience of education to at least level 3 |  | Y | A |
| 3 | Learning Support or similar qualification |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 4 | Understanding of College values | Y |  | AI |
| 5 | Understanding of factors that create barriers to learning and strategies to overcome these | Y |  | AI |
| 6 | Knowledge of quality improvement systems and tools to support these |  | Y | AI |
| 7 | Knowledge and/or experience of severe and complex disabilities and learning difficulties and strategies to support these |  | Y | AI |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 8 | Excellent interpersonal skills and an ability to communicate with stakeholders, teachers and learners with conviction and clarity | Y |  | AI |
| 9 | Ability to take ownership of issues and problems and work creatively to find appropriate solutions | Y |  | AI |
| 10 | Ability to be able to work independently and/or as part of a larger team | Y |  |  |
| 11 | Ability to work in an environment of change, contributing and adapting to new ways of working | Y |  | AI |
| 12 | Passionate about educational achievement | Y |  | AI |
| 13 | Resilient and demonstrates a ‘can do’ attitude and a commitment to outstanding service | Y |  | AI |
| 14 | Organised and thorough in approach to work tasks | Y |  | AI |
| 15 | Ability to keep up to date with internal electronic communication, ensuring appropriate responses where required | Y |  | AI |
| 16 | If working with identified learners with mobility difficulties, an ability to push wheelchairs short distances on both college sites and during off-site visits | Y |  | AI |
| 17 | Competent in the use of common IT software packages |  | Y | AI |
| 18 | Attend to personal care needs if required, such as assistance with hoisting, toileting, feeding and first aid | Y |  | AI |
| 19 | Be willing to demonstrate commitment to the demands of the post through regular and punctual attendance | Y |  |  |
| 20 | Professional appearance | Y |  | AI |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

MT = Micro Teach session