

Job Description

JOB TITLE: Learning Support Assistant

HOURS: Normally 37 hours per week

RESPONSIBLE TO: Curriculum Coordinator – Skills for Life

JOB PURPOSE:

To provide additional learning support for learners in a range of settings to enable them to achieve.

Main Duties

- Works closely with lecturers, to ensure that the support needs of learners are met, providing support for individuals or groups of learners in class/out of class and workshop situations.
- Develop an understanding of and provide for students 'specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating, mobility and dispensing medication.
- Develop, maintain and apply knowledge and understanding of learners general and specific learning needs, ensuring support is given to them at the appropriate level.
- Promote the general success, progress and achievement of learners and report any concerns to subject lecturers and the Advanced Learning Support Assistants.
- Develop a range of strategies to engage individuals and groups of learners, often with differing needs, in their personal, social, health and education.
- Promote and reinforce students' self-esteem, appropriate learning behaviour and levels of effort.
- Create and modify resources to support students with their learning and development.
- Assist generally with classroom and student management.
- Participate in appropriate College information events and activities, including interview/evening rotas.
- Attend curriculum meetings and learner reviews, as required.

- Contribute to the maintenance of learner records for attendance, behaviour and reviews of student progress.
- Work with individuals or small groups of learners on agreed tasks including specific literacy and numeracy programmes.
- Accompany students on visits and trips as appropriate.
- Assist in supporting learners with Exam Access Arrangements and supervision of exams, tests and assessments as directed.
- Support learners' work and behaviour to achieve their Individual Education Plan and Pastoral Support Plan targets.
- To work closely with Advanced Learning Support Assistants to ensure a seamless approach to supporting learners on discrete and mainstream College provision.
- Assist in the general administration of the ALS department by keeping up to date learner logs, records and providing reports as required.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

GENERAL DUTIES

The post holder will be required to:

- Perform any other duties as may be reasonably requested by the Principal.
- Participate in appraisal and professional development as appropriate.
- Carry out their duties with due regard to the college's policies on equal opportunities, health and safety and quality assurance.
- To commit to and uphold, the College's environmental policies and aspirations for sustainable learning provision.
- A commitment to achieving appropriate levels of Communication, IT and Numeracy.
- To maintain CPD currency and participate in appropriate external activities and in-service requirements some of which may be mandatory.

HEALTH AND SAFETY

- To monitor and take responsibility for the Health and Safety standards within programme teams, ensuring that College Health and safety policies and procedures are developed, implemented and reviewed and to maintain an up to date knowledge of Health and Safety legislation as applicable to the role.

EQUAL OPPORTUNITIES

- To monitor and take responsibility for Equality and Diversity within teaching and learning ensuring that statutory requirements are fulfilled and College Equality and Diversity policies and procedures are implemented.

SAFEGUARDING

To monitor and take responsibility for Safeguarding within the programme team ensuring that statutory requirements are fulfilled and College Safeguarding Policies and procedures are implemented.

Person Specification

The following essential qualifications, qualities, skills and experience are considered necessary in this key post. The essential criteria will be assessed in the following ways. A – Application, I – Interview.

Essential

- An appropriate professional qualification at Level 2 NVQ, or equivalent qualifications) - A
- Level 2/GCSE Grade C or above in English and Mathematics - A
- Demonstrable IT skills – A/ T
- Be prepared to work towards a qualification in Learning support or Teaching Assistant or Supporting Teaching and Learning qualification - A
- Proven experience of working with young people or adults who have learning difficulties, disabilities or who present challenging behaviour - A/I
- Previous experience of working with students and supporting them in an educational environment. – A/I

Desirable

- Accreditation in: Deaf Awareness/Sign Language, Learning difficulties/Disabilities, First Aid, IT, Assessing and/or Supporting Specific Learning Difficulties/dyslexia or challenging behaviour or prepared to achieve accreditation within first 12 months of employment

Personal Qualities:

- The ability to effectively manage students with challenging behaviours. – A/I
- Excellent communication skills – A/I
- Ability to motivate students to reach set targets –A/I
- Commitment to a high level of student achievement and to continuous quality improvement – A/I
- Supportive, positive and non-judgemental attitude - I
- Awareness of health and safety procedures and willingness to undertake training - I
- Good administrative and record keeping skills – A/I/T
- Be flexible and very responsive in approach to teaching styles and methods - I
- Be able to respond effectively to the learner's individual needs – A/I
- The ability to offer flexibility in working hours, including evening work if required – I
- Commitment to equal opportunities and knowledge of Equality Act

Because of the nature of this job, it will be necessary for the appropriate level of Disclosure & Barring Service disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending criminal prosecutions they may have as well as any spent criminal convictions, cautions, reprimands and final warning as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants/employees do not need to disclose any 'protected' cautions or convictions as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.