



JOB DESCRIPTION

Post:	Learning Support Assistant
Department:	FE Learning Support
Reporting to:	Subject Leader – Learning Support
Salary:	£18,634 - £23,300 per annum (pro-rata)
Hours per week:	Variable Hours Available
Contract Type:	Academic/Fixed Term/Term-time only for 35 weeks
Probation Period:	6 months

Main Purpose of the Role:

To provide students with the appropriate academic and practical support in and out of the classroom.

Main Duties & Responsibilities:

1. To support students with the appropriate academic and practical support in and out of the classroom.
2. To support lecturers / tutors working with students with specific needs.
3. To contribute to the planning and delivery of support within college.
4. To develop a file of information relating to their area of support.
5. To be involved in the assessment and review processes for students in their area.
6. Maintain effective quality assurance and communication within the Learning Support Department and with curriculum areas.
7. Attend local/regional/national meetings and training as required.
8. Undertake staff development as advised by Academic Manager to be able to support students to a high standard.
9. To provide support in examinations.
10. To keep a daily record of activities and maintain accurate records of work.
11. To attend departments meetings.
12. To have knowledge of technology relating to their area.
13. To contribute to developing services within college for students with specific support needs.



HARTPURY

14. To contribute towards setting up of procedures to identify, assess and monitor specific support of students.
15. To work in a flexible and proactive manner to meet the changing requirements of the College.
16. To contribute to the maintenance and development of learning resources.
17. Undertake any other reasonable duties as directed from time to time by senior college management.

Teaching Posts Only

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.

Other Reasonable Duties

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities the College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

Safeguarding

The College recognises that it has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the College. It is the responsibility of everyone at the College to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.



Equality and Diversity

It is the responsibility of the post holder to promote equality and diversity across the College. The post holder will undertake their duties in accordance with the College's policies relating to equality and diversity.

The College is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. The College aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Health and Safety

The post holder will be required to promote health, safety and wellbeing throughout the College. They will also be required to undertake their full duties and responsibilities in accordance with the College's Health and Safety Policies and Procedures.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How Assessed (AF / IV / Other)
Qualifications/Training			
Level 2 qualification in literacy	✓		AF
ECDL or equivalent qualification		✓	AF
Level 2 qualification in numeracy and IT		✓	
Knowledge Experience/Key Skills			
Experience/Knowledge of relevant subject area	✓		AF/IV
Experience/Knowledge of an educational/ learning environment		✓	AF/IV
An understanding of safeguarding and its importance in a College environment	✓		AF/IV
Behavioural Competencies			
Excellence With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
Champion Change With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
Responsibility We take ownership of our work and use	✓		AF/IV



HARTPURY

our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.			
Working Together We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.	✓		AF/IV
Trust and Respect We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to the College.