

<b>JOB INFORMATION</b>			
<b>JOB TITLE</b>	<b>Learning Support Assistant</b>	<b>LOCATION/CAMPUS</b>	<b>Reading, Banbury, Oxford</b>
<b>SERVICE AREA</b>	<b>Lifeskills</b>	<b>TYPE</b>	<b>Fixed Term / Permanent</b>
<b>GRADE</b>	<b>Grade 4</b>	<b>SALARY</b>	<b>£18,126-£19,795 pro rata to TTO and 35 hours</b>
<b>RESPONSIBLE TO</b>	<b>Senior LSA &amp; Faculty Manager Lifeskills</b>	<b>HOURS</b>	<b>35 hours per week Term Time Only (TTO - Working 38 weeks) Part-time hours available</b>
<b>JOB PURPOSE</b>			
<p>The purpose of the role is to ensure retention and achievement of students receiving Additional Learning within Lifeskills Faculty. The post holder will help ensure that students are supported to develop literacy, numeracy and vocational and employability skills and progress to positive outcomes.</p>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Supporting teachers in developing the literacy, numeracy and employability skills of students either individually, or in small groups</li> <li>• Supporting students with Learning Difficulties and Disabilities (LLDD), in a variety of settings (including personal care for which individuals will receive full training).</li> <li>• To plan and agree with teachers learner support requirements for lessons.</li> <li>• Assisting in the student assessment process in order to accurately identify learning support needs, and to help develop creative approaches to providing learning support for those students who require it.</li> <li>• Working with teachers on developing effective teaching and learning strategies in relation to individual students with emotional and behavioral problems, and learning difficulties and disabilities</li> <li>• Preparing kinesthetic materials and equipment for individual students and groups</li> <li>• Recording the information needed to track students' progress against targets for achievement in Individual Learning Plans, to monitor progress in achieving positive outcomes and to record post course destinations</li> <li>• Preparing reports on student progress and areas for concern( including deterioration in attendance, punctuality and behaviour)</li> <li>• Helping to promote the use of ICT to advance students' learning.</li> <li>• Encouraging students to become more independent and to take responsibility for their own learning</li> <li>• Assisting with enrichment activities and providing lunch time cover where appropriate</li> <li>• Ensuring that the College Diversity, Safeguarding, Data Protection and other statements are incorporated into all activities, and that breaches are reported to the appropriate line manager</li> <li>• Performing any other duties as required by the line manager and that are commensurate with the grade of the post</li> <li>• Take part in offsite activities</li> </ul>			

- Support in provision that is held offsite in Learning Companies, job coaching or PMLD provision (Reading only)

### **Safeguarding and Welfare**

- Ensure a learning environment in which students feel safe and supporting and be accountable for own safety and that of colleagues/ visitors to the workplace
- Keep our students safe by equipping them with strategies to avoid extremism, radicalisation and grooming and create an environment in which British values are celebrated
- Be responsible for ensuring that the activities under your control are conducted in accordance with the Safeguarding and Health and Safety requirements of Activate Learning's current policies and procedures
- Ensure you promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with

### **GROUP/ EMPLOYEE RESPONSIBILITIES**

- To always work and act in accordance with the Group's Vision, Values and Strategic Plan.
- To demonstrate & promote ethical behaviour appropriate to that which would be expected by our customers and colleagues.
- To work in a flexible manner and be willing to undertake other duties as reasonably requested.
- To respect and promote equality & diversity, health and safety, and demonstrate professional behaviour and appearance at all times.

### **QUALIFICATIONS & EXPERIENCE**

#### Essential

- Minimum GCSE English and Maths grade C or above
- Knowledge of learning difficulties and disabilities and learner behavioural problems.
- Knowledge of Single Equality, Health and Safety, Safeguarding and Child Protection legislation.
- Understanding the need for a student centered approach and ability to offer varying support strategies to cover diverse learning needs
- E-literate and competent in IT packages e.g. e.g. Word, Excel, PowerPoint.
- Web aware – knowledge and competence in finding information to support learners via the internet.

### **TECHNICAL COMPETENCIES /SKILLS**

- An ability to react to organisational change quickly and positively
- Able to communicate clearly both orally and in writing pitched at the right level for the audience
- Good analytical thinking and problem solving skills
- Demonstrates drive and ability to use own initiative to solve practical problems without supervision
- Able to organise and plan work to achieve performance targets and deliver to strict deadlines by utilising business processes and resources.
- Able to accurately identify learner support needs

### **BEHAVIOURAL SKILLS**

Display and role model the Activate Learning Standards of Behaviour  
**TAKE RESPONSIBILITY**, doing what we say we are going to do by:

1. planning ahead
2. staying focused
3. meeting agreed deadlines

**EARN RESPECT**, being positive with each other by:

1. listening attentively
2. being honest

**AIM HIGH**, going further by:

1. setting challenging goals
2. being resilient

<p><u>Desirable</u></p>	<ul style="list-style-type: none"> <li>• Able to develop independence in learners and to encourage them to take more responsibility for their own learning</li> <li>• Able to develop literacy, numeracy, ICT and other employability skills in learners</li> <li>• Able to develop multi-sensory resources to support learning.</li> <li>• Has the strength of personality to deal with challenging behavior.</li> <li>• Able to develop strategies to deal effectively with, and help, learners with challenging behaviour and a variety of learning difficulties and disabilities</li> <li>• Good administrative skills and ability to maintain accurate student records</li> <li>• Has a creative approach to motivating reluctant learners and an innovative approach to delivering learning support</li> <li>• Able to develop and sustain good working relationships with internal and external customers.</li> </ul>	<p>3. improving continuously</p> <p>MAKE IT HAPPEN, by:</p> <ol style="list-style-type: none"> <li>1. taking initiative</li> <li>2. inspiring each other to meet all these standards</li> </ol>
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*This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.*

**Diversity Statement**

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

**Health & Safety Statement**

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

**Safeguarding Statement**

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*