

JOB DESCRIPTION

JOB TITLE:	Additional Learning Support Assistant x2
REPORTING TO:	Student Support and Wellbeing Manager
SALARY:	£25,490 - £27,661 pro-rata (Actual Salary £21,998 - £23,871)
HOURS:	36 hours per week, term time only (39 weeks per year)

Job Purpose and Main Responsibilities

- To provide highly specialised support for students with learning needs and difficulties to ensure successful achievement.
- To work collaboratively with Personal Mentors, College Counsellor, Welfare Officer and Progress Coaches to ensure students receive the targeted support required.
- To understand individual needs and preferences of students, to select and adapt tasks, resources and learning activities leading to positive engagement with students.
- To communicate effectively with students for them to understand and participate in learning activities.
- To support the development of students' language, literacy and numeracy skills.
- To undertake classroom support and/or designated individual/group activity for students with additional support needs.
- To monitor student progress towards agreed targets and assist with student review and planning meetings.

General Responsibilities

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice

- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

PERSON SPECIFICATION

Additional Learning Support (ALS) Assistant

	Essential/ Desirable
Qualifications	
Literacy and numeracy qualification at level 2, or evidence of operating at this level	E
Safeguarding qualification at level 2 or willingness to work towards success achievement	E
Evidence of recent and relevant continuing professional development	E
Relevant professional qualification	D
First Aid certificate or a willingness to work towards successful achievement	D
Experience	
Experience of providing support for individuals to facilitate learning and self-advocacy	E
Experience of providing support for students with specific learning needs	E
Experience of developing language, literacy and numeracy skills for students of different abilities	E
Experience of communicating effectively with students with learning, emotional or behavioural difficulties	E
Experience of working effectively under pressure	E
Experience of working with students with mental health tendencies	D
Experience of communicating with external organisations to support student achievement	D
Experience of working with students with communication difficulties	D
Skills & Abilities	
Good communication skills	E
Good listening skills	E
Good organisational skills	E
Work effectively as part of a team	E
Competent in using Microsoft Office Applications	E
Provide clear instructions demonstrating how to improve	E
Knowledge of supporting students with temporary and/or permanent physical or sensory impairment	D
Knowledge and Understanding	
An understanding of young people, what inspires them and what they need to succeed	E
Knowledge of different coaching and/or mentoring techniques to improve student achievement	D
An understanding of the issues around student safeguarding	D
Personal Attributes	
Friendly and approachable personality	E
Commitment to equal opportunities and the success of our students.	E