

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Learner Support Assistant
<b>GRADE:</b>	Harmonised Salary Scale Point 12–13 pro rata
<b>RESPONSIBLE TO:</b>	Learning Support Lead Practitioner
<b>RESPONSIBLE FOR:</b>	The delivery of highly effective learning support supporting the College's vision to become and sustain outstanding.
<b>DIRECTORATE:</b>	Personal Development and Welfare
<b>WORK ARRANGEMENTS:</b>	27 hours per week/36 weeks per year

## **PURPOSE OF THE POST**

The post holder will:

1. Provide high quality learning support to ensure students' requirements for support are met effectively within all aspects of their learning provision.
2. Demonstrate high levels of ambition for students' success exhibited in practice and target setting.
3. Liaise with staff across the College and outside agencies to inform students' support programmes and ensure provision is of the highest standard.
4. Contribute to continual quality improvement through effective communication with Curriculum Teams, sharing of good practice and professional updating.
5. Strive to achieve consistently outstanding provision.

## **DUTIES AND RESPONSIBILITIES**

1. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Support students with learning difficulties in the classroom, in workshops and in small discrete groups.
3. Assist students with learning difficulties to manage their behaviour, time and work.
4. Assist in the undertaking of learning support assessments and learning support plans including agreement of learning support targets with students and teaching teams.
5. Work with Progress Coaches and Curriculum Teams to communicate information regarding students 'at risk' and to provide appropriate intervention and support.
6. Contribute to target setting with learners to provide the best opportunities for student to make

good progress.

7. Assist students in the use of educational aids and personal equipment provided by the College or outside bodies.
8. Provide scribe and amanuensis support where required.
9. Provide support during examinations where necessary.
10. Assist in the social integration of students including at break and lunch.
11. Liaise with teaching staff in order to ascertain strategies to be employed during learning sessions.
12. Liaise with other educational organisations and exchange information to assist the transition of learners into the College and their progression whilst at College.
13. Contribute to target setting with learners to provide the best opportunities for students to make good progress.
14. Assist with the assessment and monitoring of students' progress.
15. Liaise with colleagues to enable exchange of information and progression of students into the College.
16. Complete quality reports and attend meetings with Curriculum Teams.
17. Maintain accurate records of contact and update ILPs, targets and reviews.
18. Where required, assist learners with toileting and intimate/personal care.
19. Where required, provide physical support for learners with mobility difficulties and other physical disabilities.
20. Where required, assist students with learning difficulties and/or disabilities to meet their transport arrangements e.g. to and from taxis and buses.
21. Where required, assist students with personal evacuation plans from the College in case of an emergency or practise drill.
22. Ensure students work safely under Health and Safety regulations for various workshop situations.
23. Provide assistance on College trips and work experience where appropriate.

## **GENERAL**

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Performance and Development Review.
3. Promote a positive image of the College and the work that is carried out across its various services.

4. Comply with all legislative and regulatory requirements.
5. Apply the College's own Safeguarding Policy and practices and attend training as requested.
6. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

**NB: Curriculum Teams refers to all areas of delivery including classroom and work based.**

## Person Specification

<b>Post:</b>	Learner Support Assistant	<b>Department:</b>	Personal Development and Welfare
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### Key Requirements:

	Essential/ Desirable	Assessed
<b>Qualifications:</b>		
Level 2 or above in Learning Support	<b>D</b>	<b>A</b>
Level 2 in English and Maths	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Working in a support environment	<b>E</b>	<b>A / I</b>
Providing support in an educational environment	<b>E</b>	<b>A / I</b>
Experience of setting support targets with students	<b>E</b>	<b>A / I</b>
<b>Skills/Knowledge:</b>		
Excellent communication skills	<b>E</b>	<b>A / I</b>
Good standard of written communication	<b>E</b>	<b>A / I</b>
Excellent interpersonal skills	<b>E</b>	<b>A / I</b>
Good knowledge of student support methods	<b>E</b>	<b>A / I</b>
ICT literate	<b>E</b>	<b>A / I</b>
Good organisational skills	<b>D</b>	<b>A / I</b>
Good knowledge of behaviour management	<b>D</b>	<b>A / I</b>
<b>Qualities:</b>		
Flexibility in terms of hours of work	<b>E</b>	<b>I</b>
Ability to keep matters confidential	<b>E</b>	<b>I</b>
Flexibility to work at different college sites	<b>E</b>	<b>I</b>
Reliable	<b>E</b>	<b>I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>
Flexibility in terms of hours of work	<b>E</b>	<b>I</b>
Ability to keep matters confidential	<b>E</b>	<b>I</b>
Flexibility to work at different college sites	<b>E</b>	<b>I</b>

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>	Rachel Wells	<b>Date Produced:</b>	Nov 2019
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