

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Learning Support Assistant</b>
<b>Responsible To:</b>	<b>Foundation Learning Support Manager</b>
<b>Department:</b>	<b>Foundation Learning</b>
<b>Salary Grade:</b>	<b>Grade C</b>

### JOB ROLE

We are recruiting for enthusiastic, motivated and committed individuals to deliver outstanding support to learners with additional needs. We are seeking Learning Support Assistants to fulfil a variety of roles within Foundation Learning at Sandwell College, including LSA's within our outstanding complex needs provision and our learners with social, emotional, behavioural and mental health needs.

You will be part of a team which is committed to providing a safe and inclusive learning environment where everyone is valued and encouraged to reach their full potential, and aspirations for both students and staff are high. You will support learners with Educational Special Needs and work to remove barriers to their education. This role is very varied and you will pride yourself on supporting learners in their personal care and ensuring they have continuous support in all aspects of their education. Learners have a variety of needs and requirements, including learners with complex needs, Social, emotional and mental health needs and behavioural needs.

You will be part of a large, supportive and successful team, helping to deliver outstanding programmes of study in an FE college. This role will allow you to act as central contact point for the learner whilst aiming to promote independence and learning at every opportunity.

### KEY DUTIES

<b>No</b>	<b>Description of Duties</b>
<b>1</b>	To Support learners in the Maths and English classroom in developing the core skills in the classroom this will include either 1:1 or small groups
<b>2</b>	Attend support and vocational team meetings as appropriate to provide feedback on student progress and assist vocational tutors to differentiate learning and implement behavioural support plans
<b>3</b>	Work closely with Learning Support Manager, lecturers in class, and/or workshops to ensure learners are receiving the correct support

4	Keep relevant documentation as required, ensuring student progress is tracked and recorded and that all information is relayed back to the directorate Learning Support Manager and relevant vocational tutors as required.
5	Assist with and support the personal care of learners in a respectful and dignified manner. Support learners in all aspects of personal care including changing and disposing of incontinence pads, changing soiled clothing, cleaning learners, manual handling of learners e.g back to their wheelchair using mobility aids, using a hoist.
6	Carry out the supervision of learners before and after class, including breaks and dinner times and end of day duties.
7	The ability to safely carry out physical tasks of supporting learning in and around college, including working offsite when necessary, personal care and supporting learners with mobility difficulties
8	Liaise with parents, carers, professionals, external providers and other agencies in a professional manner.
9	Support the transport arrangements for learners, including supporting non-ambulatory learners, and pushing of learners in wheelchairs who cannot self-propel
10	Maintain a high level of awareness of individual needs of learners, including multi-cultural, social and behavioural needs, and preferred learning style
11	To promote student independence, confidence, mental wellbeing and self-esteem
12	Assist with interviewing, screening and diagnostic assessment of individuals, or supporting other developmental activities.
13	To act as a scribe / invigilator for learners with special access arrangements
14	Undertake training essential for the role of Learner Support Assistant including mandatory Safeguarding training and to keep up to date with training requirements
15	Use information Learning Technology (ILT) in the development of supported learning materials. Use multimedia-learning resources in support of the learning experience and to promote learning through specialist and assistive technology.
16	Have agreed in class support caseload for completion of support logs
17	Carry out general duties in accordance with general policy framework of the college.
18	Ensure effective communication takes place with management, staff, students, customers and clients, and report concerns promptly
19	Promoting the areas aim to increase retention and success by removing barriers to learning
20	Adapting learner materials where necessary and encouraging learners to participate in learning activities and provide feedback to learners.
21	Ensure a high level of confidentiality at all times and work within the GDPR rules.

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures

- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

### Job Title: Learning Support Assistant – Foundation Learning

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	Hold a relevant qualification relating to educational support or working with individuals with learning difficulties / disabilities		✓
1.2	Hold a minimum of a Level 2 subject qualification e.g. health and social care Level 2	✓	
1.3	Must have at least GCSE in English and Maths to grade C or above, or a recognised equivalent qualification (FS L2), and current skill levels at L2 in Literacy, Language and Numeracy	✓	
<b>2. Experience</b>			
2.1	Experience in supporting learners, staff, family or clients with learning disabilities / learning difficulties / additional needs	✓	
2.2	Demonstrate understanding of the wide range of needs that individuals may experience, including Autism, learning disabilities, social and emotional difficulties, complex needs and managing medical activities	✓	
2.3	Understanding of supporting SEN in the classroom using a variety of communication methods such as Makaton, PECS and non-verbal prompts	✓	
2.4	Knowledge of core skills needed in the classroom to support learners with their achievements and aspirations	✓	
2.5	Demonstrate experience of preparing and evaluating learning materials, including adapting work and breaking down tasks.		✓
2.6	Experience in delivering exceptional personal care to learners, individually or as part of a team, including all aspects of personal care and manual handling as outlined in the job description.	✓	
2.7	Committed to treating all people with dignity and respect, contributing to the ethos of the department.	✓	

<b>4. Qualities</b>		
4.1	Willingness to be flexible	✓
4.2	Genuine understanding of a commitment to Equal Opportunities in practice	✓
4.3	Prepared to actively participate in new developments	✓
<b>3. Skills/Abilities</b>		
3.1	Be able to work as part of a team and with individuals	✓
3.2	Be able to present information to learners using ILT and knowledge of Office365	✓
3.3	Good organisational and administrative skills	✓
4.4	Ability to work under pressure with difficult learners and be proactive in developing suitable behavioural strategies	✓
4.5	Ability to inspire and motivate students	✓
4.6	Ability to be empathetic and caring	✓
4.7	Committed to the development of learner and departmental goals	✓
4.8	Be able to carry out all aspects of the role including personal care and manual handling.	✓