

## Job Description: Learning Support Assistant

### Role Specific

1. Provide high quality learning support to individuals or small groups of learners with special educational needs and disabilities and/or additional support needs for literacy and numeracy, implementing recommended inclusion strategies and liaising regularly with curriculum colleagues to ensure a consistent approach to support. This includes in and out of class support, educational visits and work placement.
2. Contribute to target setting and target review for learners with curriculum staff and the Additional Learning Support team.
3. Understand Education, Health and Care Plan outcomes and related targets to use a range of different approaches to meet those needs, and offer encouragement to increase learner self-confidence and motivation.
4. Record, review and adapt support strategies throughout the academic year as appropriate using college systems.
5. Communicate clearly and effectively with students and use questioning techniques to check understanding.
6. Assist learners to use specialist equipment and ensure that learners understand the importance of assistive technology and encourage its use both in and outside of the classroom to promote independence.
7. Maintain up to date records of support delivered and the impact of the support for the learner using college systems.
8. Contribute to Annual Reviews for learners with Education, Health and Care Plans.
9. Discuss and agree strategies for the gradual withdrawal of support with the tutor, Additional Learning Support Curriculum Leader and the learner when outcomes have been met.
10. Support learners with personal care, mobility and medical needs.
11. Support learners who have Exam Access Arrangements in mocks and exams as required e.g. invigilating, reading, scribing etc.
12. Work flexibly across all College sites and places of delivery as required.
13. Comply with all quality improvement measures as required by the College and attend mandatory team meetings and briefing events to ensure up to date knowledge and compliance with current legal requirements at all times.
14. Engage in continuous professional development as required.

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

<b>Person Specification</b>	<b>Learning Support Assistant</b>
<b>Qualifications and Attainments</b>	<b>Essential / Desirable</b>
English and Maths qualifications at a minimum of GCSE Grade 4 or Level 2	<b>Essential</b>
Qualification related to SEND or the support of Teaching and Learning or willingness to work towards	<b>Essential</b>
Level 2 qualification in IT or evidence of good practical IT skills	<b>Essential</b>
Full driving licence and own vehicle and insurance for business use	<b>Desirable</b>
<b>Training, Experience and Knowledge</b>	
Knowledge and understanding of a range of additional needs and their impact upon an individual's capacity to learn	<b>Essential</b>
Experience of working with young people and adults with a wide range of special educational needs and disabilities / additional support needs	<b>Desirable</b>
Experience of supporting learners in an educational setting, working to support plans and evaluating the impact of the support delivered	<b>Desirable</b>
Supporting learners to use assistive learning technology	<b>Desirable</b>
Experience of or willingness to provide personal care	<b>Essential</b>
<b>Personal Skills and Attitudes</b>	
Have a flexible and student-centred approach	<b>Essential</b>
Display energy, enthusiasm and initiative	<b>Essential</b>
Possess excellent communication skills, both written and verbal	<b>Essential</b>
Be a team player with excellent interpersonal skills	<b>Essential</b>
Ability to work effectively to meet deadlines	<b>Essential</b>
Demonstrate a commitment to equality, diversity and inclusion as well as health & safety	<b>Essential</b>
Flexible approach to working times in line with the College	<b>Essential</b>