

Learning Support Assistant

Job Purpose: To provide assistance for students who require support with note-taking or other regular tasks in lessons, and assistance for students with health or mental health issues, in order to ensure that all students in the College are well-supported to achieve their full potential

Responsible to: Head of Department

Annual Salary: Spine Point NJC 8 on the Support Staff salary spine, pro-rata

Hours of Work: 37 hours per week, Term Time only

Holidays: College Holidays

Pension: Staff are enrolled in the Local Government Pension Scheme

Key Responsibilities:

- To provide support for students both prior to the start of lessons (Breakfast Club from 8.30am) during lunch times and for a short period at the end of the college day following lessons.
- To attend classes with students, taking notes and supplying other help as required to ensure that the student is able to take part fully in the lesson
- To offer small group sessions for study skills such as revision, organisation and essay writing skills. Typically focused on the needs of L2 resit students.
- To support students with the planning and development of independent study offering a range of strategies to help with time management, organisation, literacy and note-taking.
- To assist with the adaptation of materials for students with, for example, visual impairments e.g. photocopying, enlarging, providing materials electronically
- To act as a scribe and/or reader for students for internal and external examinations and assessments.
- To act as invigilators if required. Training will be provided.
- To liaise with Teaching Staff, Progress Coaches, Specialist Teachers, the Academic Support Administrator and the Head of Department as required
- To develop and facilitate enrichment activities in the academic support area to promote student engagement.
- To assist students with mobility around the college and personal care if required. Training will be provided.
- To assist with the support for students with health and mental health issues

General:

- To be responsible for Health and Safety within areas of own responsibility
- To contribute to the College responsibility for safeguarding and promoting the welfare of young people
- To observe the College's commitment to equal opportunities
- To take part in the College Performance Review and Development Scheme (PRD)
- To undertake any other duties which are reasonably comparable to a post of this grade

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION/ TRAINING	<ul style="list-style-type: none"> • A Levels or equivalent 	<ul style="list-style-type: none"> • Willingness to undertake appropriate training
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Experience of helping and supporting young people • Experience of working independently and as part of a team • Experience of organising learning materials and resources 	<ul style="list-style-type: none"> • Experience of work in an administrative role • Recently completed educational studies
SKILLS/ APTITUDES	<ul style="list-style-type: none"> • Good general IT skills, particularly Word • Good organisational skills with the ability to prioritise workload • Excellent interpersonal skills and the ability to communicate effectively at all levels • Ability to work independently, proactively and complete tasks with the minimum of supervision • Ability to work calmly under pressure, often to tight deadlines 	<ul style="list-style-type: none"> • Ability to use other IT packages
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Ability to maintain student confidentiality • Excellent reliability and punctuality • Flexible approach to working hours • A commitment to deliver excellent standards of service for young people • Willingness to undergo an enhanced DBS check • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people 	

Last reviewed	June 2022
Reviewed by	Tina Abbott