**Job Description**

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| **Directorate** | Quality & Learner Services |
| **Department** | Learner Services |
| **Section** | Learner Support |
| **Job Title:** | Learning Support Assistant |
| **Reports To:** | Learner Support Coordinator |
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| **Job Purpose** | |
| To provide high quality academic or vocational support to students with special educational needs and/or disabilities (SEND) during scheduled teaching and learning sessions. This support will be either to individuals or small groups of students who are enrolled on College courses.  During scheduled class times, the Learning Support Assistant will take his/her lead from the assigned Learner Support Coordinator and direction from the lecturer responsible for the class. | |
| **Main Responsibilities** | |
| An LSA will be passionate about supporting students with a variety of needs on a one-to-one or small group basis. You will need to be committed to making a difference and have the enthusiasm to raise student achievement.  You will be responsible for providing effective support in taught sessions to students with SEND in order to create equality of opportunity within the classroom.  You will be required to motivate and enthuse SEND students to fully participate within the curriculum.  As an LSA it is of upmost importance to gain a clear understanding of your students SEND requirements by working closely with your Learner Support Coordinator (LSA) and reading, understanding and implementing the support outlined within the individuals support plan and/or Education, Health and Care Plan (EHCP).  To support students in a way which aids independence as much as possible. | |
| **Main Tasks** | |
| * Supporting and encouraging students in their college work * Daily logs of support using the Colleges information system, ProMonitor * Provide small group and 1:1 support in lessons to learners with SEND * Support students to understand and interpret instructions * Access schemes of work, lesson plans and liaise with the class lecturer to ensure that you are aware of the aims and objectives of the session in order to provide effective support. * Note taking when necessary * Offer practical assistance in the classroom/workshop as necessary | |
| **General** | |
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| **Special Features:** | |
| Due to the fluctuating demand for support, candidates will need to be flexible and willing to work in any curriculum area across the college to respond to the changing needs of the students. | |
| **Responsibilities common to all staff** | |
| You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.  The College aims to be a place in which people can work and study free from any form of discrimination You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.  You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.  All employees are required as part of their duties to take responsibility for safeguarding,  Prevent and promoting the welfare of children and vulnerable adults.  Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld. | |
| **Review** | |
| This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes. | |

**Person Specification**

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist

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| **Qualifications** | | **Essential** | **Desirable** | **How Assessed** |
| 1 | A level 2 qualification in Maths and English | X |  | A/C |
| 2 | A minimum of a level 3 qualification | X |  | A/C |
| 3 | A level 2 Teaching Assistant qualification or a qualification in preparing to support, for example, the City & Guilds in Preparing to Support Learning or equivalent |  | X | A/C |
| **Experience and knowledge** | | | | |
| 5 | Experience in supporting students in a classroom environment with SEND | X |  | A I |
| 6 | A sound understanding of Education, Health and Care Plans (EHCPs) and responding to EHCP outcomes |  | X | A I |
| 7 | Knowledge and understanding of the challenges and demands of working with people with SEND | X |  | A I |
| **Skills & Abilities** | | | | |
| 10 | Excellent oral communication and inter-personal skills in order to work effectively with students and mainstream staff. | **X** |  | I |
| 11 | Empathy, sensitivity and ability to develop and sustain a rapport with both staff and students | **X** |  | I |
| 12 | Good organisational skills with the ability to maintain accurate records and assist students in record keeping/portfolios assembly (where appropriate). | **X** |  | I |
| 13 | Basic competency in the use of Microsoft Word, Excel, Outlook and PowerPoint, or equivalent packages. | **X** |  | A I |
| **Personal Characteristics** | | **Essential** | **Desirable** | **How Assessed** |
| 14 | Has high expectations of self and others |  |  | I |
| 15 | Takes responsibility for work activities and personal actions and delivers on commitments |  |  | I |
| 16 | Innovative in response to changing circumstances identifying and or implementing new or improved approaches |  |  | I |
| 17 | Builds positive relationship with others maintaining mutual trust, candour and respect |  |  | I |
| 18 | Does the right thing in the right way and is honest and transparent in their approach |  |  | I |

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| **Key** | |
| **A** | Application |
| **I** | Interview |
| **T** | Test |
| **C** | Certificate |
| **P** | Presentation |

**Vision, Mission and Values**

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| **Vision** |
| To be the best College in the country. |

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| **Mission** |
| To inspire, challenge and transform lives. |

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| **Values** |
| |  |  |  | | --- | --- | --- | |  |  |  | | **Icon  Description automatically generated** | ***Excellence*** | We have high expectations of ourselves and each other. | | **Icon  Description automatically generated** | ***Accountability*** | We own what we do, learn from our mistakes and constantly seek to improve | | **Icon  Description automatically generated** | ***Innovation*** | We seize opportunities and are bold and dynamic in our approach | | **Icon  Description automatically generated** | ***Collaboration*** | We are one team and work hard to serve each other well | | **Icon  Description automatically generated** | ***Integrity*** | We are honest and transparent and do the right thing in the right way | |

**Main Terms and Conditions of Employment**

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| **Salary** | £19,347 per annum pro rata |
| **Holidays** | Pro-rated paid entitlement to 43 days inclusive of 8 bank holidays |
| **Pension** | LGPS Pension |
| **Contact Type** | Permanent, Term Time Only |
| **Working Weeks** | 34 weeks during term time |
| **Hours of Work** | Up to a maximum of 35 hours per week |