

# Learning Support Assistant

## Job Description



<b>Area</b>	<b>: Learning and Learner Support</b>
<b>Salary</b>	<b>: £20,104 to £21,179 per annum pro rata</b>
<b>Hours of Work (F/t or P/t)</b>	<b>: Part time, part year working 36 weeks per year</b>
<b>Line Manager</b>	<b>: Learning Support Assistant Co-ordinator</b>
<b>Responsibility for</b>	<ul style="list-style-type: none"><li>: Supporting learners with additional learning support needs to achieve and progress.</li><li>: Promoting the welfare of children and young people; <i>and</i></li><li>: The marketing and promotion of the provision to employers and other stakeholders.</li></ul>

### Main Purpose of Job:

Supporting learners to achieve and progress by removing the barriers to learning. Enabling learners with additional learning support needs to have the same opportunities for success as other learners, providing a supportive link between the learners and their course.

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

### Key Duties and Responsibilities:

- (1) Provide direct in-class and out of class support to help learners to access the curriculum and the college environment. This can be face to face or remote provision.
- (2) Implement strategies, risk assessments, PEEPs and other support arrangements as outlined in the learner's support plan and explained by the Learning Support Co-ordinators and Inclusive Learning Advisors.
- (3) Work flexibly on either a one-to-one basis or group basis supporting learners with additional support needs as guided by the Learning Support Co-ordinators.
- (4) Provide meet and greet, break and lunch support as required for individual learner needs.
- (5) Provide practical and personal care for learners as required.
- (6) Support learners with mobility needs to access all aspects of the campus.
- (7) Assist students in accessing general college facilities, for example the toilets, refectory, shop and the library, at break and lunch times.
- (8) Support learners to access the college systems.

- (9) Support learners with the use of assistive technology and equipment.
- (10) Assist with preparation and adaptation of materials.
- (11) Regularly communicate with the Learning Support Co-ordinators and the Inclusive Learning Advisors about learner needs and provide feedback on support delivered.
- (12) Immediately report any learner concerns including safeguarding and welfare concerns, both for the learners receiving in-class support and other learners within the college.
- (13) Proactively develop and maintain effective communication with the curriculum staff that lead the timetabled sessions to ensure that the support provided is meeting the learners' learning needs.
- (14) Access the college systems for learner information and regularly check for updates.
- (15) Keep up to date records of support provision and respond in a timely manner to requests for information, input and review. Complete regular support reviews, reviewing and evaluating the learner's progress and EHCP outcomes.
- (16) Ensure all documentation is to the advised format and quality and that records are maintained in accordance with GDPR requirements.
- (17) Submit a weekly record of hours for the delivered support provision.
- (18) Act as an exam reader, scribe, prompter, invigilator or other support as required.
- (19) Attend team meetings as required.
- (20) Support and reinforce all cross-college policies.

**Generic Duties and Responsibilities:**

- (21) Promote a culture of innovation, excellence and equality.
- (22) Reflect the vision, mission and values of the College.
- (23) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- (24) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (25) To actively contribute to the risk management of the College.
- (26) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (27) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (28) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (29) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

# Learning Support Assistant

## Person Specification



**Cheshire College  
South & West**

Assessment Method					
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications						
<u>Essential</u>						
• Level 2 or equivalent qualification	✓				✓	
• GCSE Grade C (4/5) in English and Maths or equivalent	✓				✓	
• Evidence of relevant continuous professional development	✓		✓			
<u>Desirable</u>						
• Level 3 or equivalent qualification	✓				✓	
• Qualification in learning support	✓				✓	
• Qualification in personal care	✓				✓	
Skills and Experience						
<u>Essential</u>						
• Experience of working in a similar supportive environment	✓		✓			
• Experience of working and communicating effectively with people with learning difficulties and disabilities	✓		✓			✓
• Ability to work with empathy	✓		✓			
• Ability to review support strategies and adapt where appropriate	✓		✓			
• Ability to manage learner behaviour	✓		✓			
• Excellent working knowledge of Safeguarding procedures	✓		✓			
• Ability to keep matters confidential	✓		✓			
• Ability to work effectively with wider staff team	✓		✓			✓
• Ability to carry out administrative duties effectively	✓		✓			
• Ability to produce accurate reports in a timely manner	✓		✓			✓
• Understanding of equality, diversity and inclusion in working and learning environments	✓		✓			

• Ability to promote learning and opportunity for all	✓		✓			
• Excellent digital literacy skills	✓		✓			
<u>Desirable</u>						
• Experience of working in a learning support capacity	✓		✓			
• Experience of using assistive technology with learners	✓		✓			
<b>Personal Attributes</b>						
<u>Essential</u>						
• Excellent interpersonal and communication skills	✓		✓			✓
• Excellent organisational skills	✓		✓			✓
• Excellent team-working skills	✓		✓			✓
• Effective influencing skills	✓		✓			
• Ability to communicate effectively			✓			✓
• Ability to prioritise, work under pressure and to meet deadlines			✓			✓
• Ability to use own initiative and work with minimum supervision			✓			✓
<u>Desirable</u>						
• Flexibility to work across different locations			✓			
<b>Other Requirements for Employment</b>						
<u>Essential</u>						
• Enhanced DBS check						

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