

Learning Support Assistant



Job Description

Area	: Learning and Learner Support
Salary	: £24,784 per annum pro rata / £12.88 per hour
Hours of Work (F/t or P/t)	: Part time, part year working (36 weeks per year) / Casual
Line Manager	: Learning Support Assistant Co-ordinator
Responsibility for	<ul style="list-style-type: none">: Supporting learners with additional learning support needs to achieve and progress.: Promoting the welfare of children and young people; <i>and</i>: The marketing and promotion of the provision to employers and other stakeholders.

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.



	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	✓				✓	
• Good working knowledge of English and Maths	✓	✓			✓	
• Evidence of relevant continuous professional development	✓		✓			
<u>Desirable</u>						
• GCSE Grade C (4/5) in English and Maths or equivalent					✓	
• 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	✓		✓			
Personal Attributes						
<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			✓			
Other Requirements for Employment						
<u>Essential</u>						
• Enhanced DBS check						