

# Loughborough College

## Job Description

### 1. Job Details

Job Title:	Learning Support Assistant (Casual Hours)
Department:	Student Support
Reporting To:	Student Support Coordinator
Competency Level:	Curriculum Support 1
Hay Grade:	TBC
Date of Job Evaluation:	TBC
Annual Salary (FTE):	£9.40 per hour
Date:	November 2018

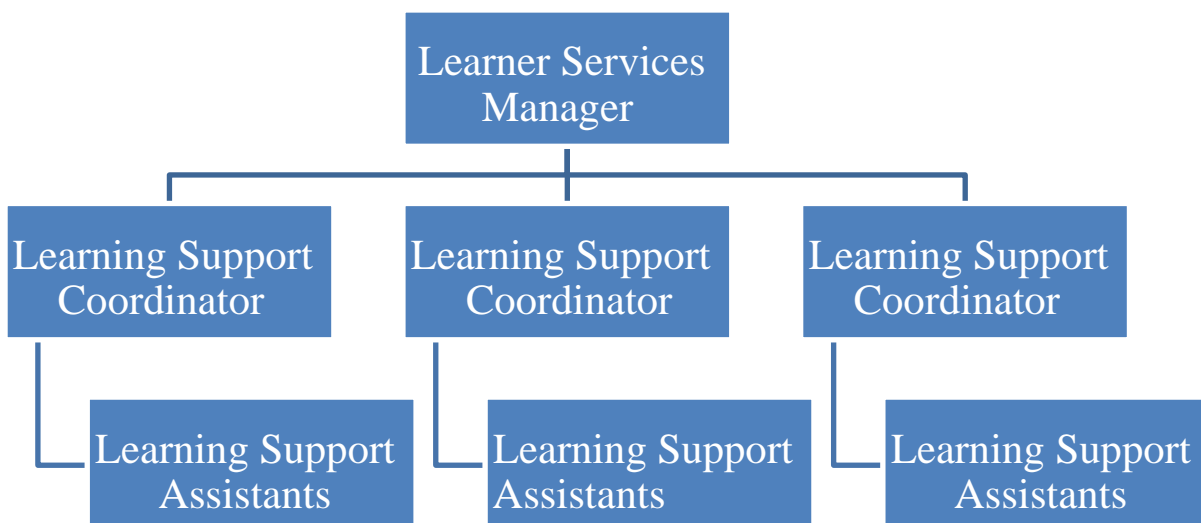
### 2. Job Purpose

To ensure all learners have inclusive access to the curriculum and College. To provide a range of support to individuals or small groups of learners with identified learning difficulties and/or disabilities.

### 3. Dimensions

*Not applicable*

### 4. Organisation chart



## 5. Key Responsibilities

- To support learners in a sensitive, professional, discrete and confidential manner.
- To support individual learners as required, including learning support for academic/vocational courses and exams (e.g. notetaking, reading and scribe), assisting with personal care, administering medication and mobility support.
- To provide in-class support to groups of learners with literacy, numeracy and ICT skills.
- To encourage personal and academic independence, self-empowerment and self-help skills wherever possible.
- To contribute to the development of individual learning programmes in liaison with Support Coordinators and course tutors.
- To work as a member of the Curriculum Department and Learning Support team and individually, as required.
- To keep up to date with correspondence that is fundamental to the role, ensuring regular contact with the support coordinator.
- To manage administration tasks effectively and ensure accurate record keeping relating to time allocated with designated learners or groups.
- To ensure that learners are receiving the appropriate level of support and report any issues to the Support Coordinators.
- To effectively record learners progress on the College electronic ILP to provide timely feedback to Specialist Tutors/assessors and curriculum.
- To liaise with college staff involved in supporting learners.
- To attend at all essential training and meetings including team meetings.
- To keep up to date of current information and instructions circulated by the Support Coordinator and Curriculum Manager in electronic and other appropriate formats.
- To follow procedures for reporting accidents and incidents as soon as practicable following their occurrence.
- To respect the confidential nature of personal information and work in line with data protection protocols.
- To adhere to College safeguarding procedures and national PREVENT guidelines.
- To ensure a safe working environment in accordance with Health and Safety Regulations.
- To recognise and promote good practice with regard to equality of opportunity.

## Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

## 6. Key Result Areas

### Action

Work effectively within curriculum teams with learners with identified additional support needs

Provide excellent support using a variety of strategies with learners to support their learning with timely feedback to specialist tutors/assessors and curriculum teams.

Provide effective in-class support for learners who need additional English and Maths support with timely feedback to specialist tutors/assessors and curriculum teams.

Provide specialist support for learners who require support accessing college facilities with timely feedback to specialist tutors/assessors and curriculum teams, where appropriate.

### Result

Improve learner engagement with the curriculum and ensure retention and progression.

Improve learner behaviours and participation in learning environments ensuring they develop autonomy with their learning.

Ensure that learners are able to progress with their studies in college and achievement gaps are narrowed for those with a declared support need.

Ensure that there is excellent support for learners with a physical disability.

## 7. Key Working Relationships and Communications

**Internal:** Curriculum Teams, Learning Support Team and Learners.

**External:** N/A

## 8. Scope for Impact

*Not applicable*

## 9. Competency profile

The following profile is a description of the required competencies of the role:

Competency	Descriptor	Competency	Descriptor
<b>Accountable</b> - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Continually improves own performance and increases skills and knowledge. Works efficiently; makes best use of the College's resources. Manages own health, safety and wellbeing; complies with College policies. 0	<b>Entrepreneurial</b> - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks You try new approaches and are not tied down by the existing ways of doing things. You understand how your tasks fit into achieving the College's outcomes.
<b>Agile</b> - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Handles change with responsiveness and adaptability. Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	<b>Inspiring</b> - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Own actions and behaviours are inspiring and engage others. Enthuses others with accurate and relevant subject knowledge. You listen to people and allow their thoughts and ideas help you perform your function better.
<b>Engaging</b> - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter. You understand the goals of your team or department and you understand how your contribution impacts on achieving these.	<b>Integrity</b> - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Informs and promotes subject area convincingly; is an ambassador for the College's activities. Own work consistently contributes to the strategic aims of the College. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Demonstrates self-awareness; manages own reactions; builds good relationships.

## 10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess English and Maths qualification Levels 4-9 (GCSE grades A-C) or equivalent	•		Application/ Certificates
2.	NVQ Level 2 or NVQ Level 3 qualification in Health and Social Care or Learning Support or other relevant qualification		•	Application/ Certificates
3.	Level 3 qualification Supporting Learners with Language Literacy and Numeracy		•	Application/ Certificates
EXPERIENCE				
4.	Previous experience or willingness to undertake personal care duties when required (on the job training will be provided)		•	Application/ Interview
5.	Experience of working with students with a disability and/or learning difficulties, preferably in a Secondary school or Further Education college	•		Application/ Interview
6.	Experience with IT, including use of e-mail and Microsoft Word	•		Application/ Interview
7.	Previous experience or willingness to learn Makaton		•	Application
SKILLS & KNOWLEDGE				
8.	Excellent organisational and self-motivation skills	•		Application/ Interview
9.	Commitment to and experience of working as part of a team	•		Application/ Interview
10.	A clear understanding of confidentiality and boundaries of the role	•		Interview
11.	Knowledge of inclusion principles and legislation defined by the Equality Act (2010), SEND Code of Practice, safeguarding procedures and PREVENT	•		Interview
BEHAVIOURS				
12.	Positive approach towards all learners	•		Interview
13.	A willingness to undertake further training, as appropriate, and to adopt new procedures as and when required	•		Application/ Interview
14.	Promote equality and diversity through language, resources and support	•		Interview
15.	To work effectively in a team to provide excellent support for all identified learners at point of need	•		Interview
16.	Promote the College's equal opportunities policy and practices	•		Interview
17.	Ensure the safeguarding of students	•		Interview

**Notes**

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in November 2018 and may be amended in light of changing circumstances following discussion with the post holder.

**11. Job Description Agreement**

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	