

Job Description

Directorate/Division: MJ Directorate

Title of Job: Learning Support Assistant

Responsible to: Learning Support Coordinator

Key Purpose: To support students and assist teaching staff in the conduct of teaching and learning activities. To keep records of student progress, assessment and individual learning. To provide learning support to help students develop language, organisational and independence skills and confidence. To provide personal support to students as required to include personal hygiene, feeding and behavioural support.

Conditions of Service: As set out in the CNWL Support Staff contract

Grade: 3/4

Hours/working pattern: up to 30 hours per week, 36 weeks per year

MAIN DUTIES AND RESPONSIBILITIES

1. To support students who have learning difficulties and/or disabilities to meet their learning requirements.
2. To assist in the assessment and review procedure for students with learning difficulties and/or disabilities at the time of application to College, at enrolment and/or on course.
3. To support students in and out of class towards their learning goals in a flexible and inclusive manner. To be able to work to students' Individual Learning Plans.
4. To assist lecturers with in-class support and to adapt materials to suit the student, e.g. course handouts, multisensory learning materials, word family materials, adaptation of words to symbols.
5. To keep up to date records of any work in support of students and to contribute to the assessment of progress as required.
6. To accompany students on educational visits.
7. To meet students on arrival at College, ensure their safe departure where necessary, liaise with transport services and monitor the service provided.

8. To assist with dressing, toileting and personal hygiene of students and make arrangements for the hygienic disposal of soiled material on occasion with an identified student.
9. To supervise students who administer their own medication/drugs, as prescribed by the students' GP and/or as directed by Parents/Carers and to ensure safe storage and record keeping associated with such medication/drugs.
10. To assist students as appropriate and necessary at meal times or breaks between classes.
11. To inform relevant staff on matters concerning the welfare of students.
12. To attend, where appropriate, staff development and training relevant to the post.

Additional essential responsibilities:

1. To undertake any training relevant to the efficient delivery of any of the above duties and to take responsibility for the post holders own professional development.
2. To undertake any such other, broadly analogous task as the Principal or their delegate may from time to time determine, or the demands of the College may require.
3. To carry out the above duties at all times with the College's Equal Opportunities, Health and Safety, No Smoking and Quality Management Policies.
4. To carry out his/her duties and responsibilities at all times with due regard to the College's Safeguarding, Equal Opportunities, Health & Safety, No Smoking and Quality Management Policies.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to all the College centres and to other external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the post holder will flex these hours to reasonably meet external needs, which may include working evenings and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS) check.
4. Hours of work will be subject to review at the beginning of each new academic year, or more frequently if required, based on the number and nature of the students requiring learning support.

This job description is current at the date of issue. As and when the work of the College develops or changes so the areas of responsibility may be subject to change, and the job description will be reviewed. Such changes will, in the first instance, be made in consultation with the post holder.

College of North West London

Person Specification & Short listing criteria

Minimum requirements of the post, with an indication of how these are to be assessed.

1	Education/Qualifications	Essential	Desirable	How Tested?*
1.1	Teaching Assistant/Learning Support Qualification		✓	CERT/AF
1.2	GCSE English or equivalent	✓		CERT/AF
1.3	GCSE Maths or equivalent	✓		CERT/AF
1.4	IT qualification		✓	
2	Experience/Knowledge	Essential	Desirable	How Tested?*
2.1	Experience of supporting/working with young people and/or adults with learning difficulties and/or disabilities.		✓	AF/IV
2.2	Experience of supporting learning for students with additional needs.		✓	AF/IV
2.3	Experience of learning environments		✓	AF/IV
3	Skills/Abilities	Essential	Desirable	How Tested?*
3.1	Ability to use own initiative and deal with challenges in a range of settings.	✓		AF/IV
3.2	Ability to anticipate problems, identify solutions and support others through the process to support learning.		✓	AF/IV
3.3	Ability to support students learning in class and on a 1-1 basis.	✓		IV
3.4	Able to work collaboratively with others.	✓		AF/IV
3.5	Able to write concise reports and keep up to date records.	✓		AF/IV
3.6	Ability to remain calm under pressure in a range of settings.	✓		AF/IV
3.7	Ability to work flexibly in a range of settings, as part of a multi-disciplinary team, across a number of sites.	✓		AF/IV
3.8	Good organisational skills.	✓		AF/IV
3.9	An enquiring mind with the ability to recognise a personal gap in knowledge and to undertake research to meet personal need.		✓	AF/IV
4	Qualities/Genuine Occupational Requirements	Essential	Desirable	How Tested?*
4.1	Patience, tolerance and empathy towards a range of students with differing support needs and requirements.	✓		AF/IV
4.2	A proactive approach to resolving practical and operational problems whilst remaining within agreed college policies and procedures.	✓		IV
4.3	An understanding of equal opportunities issues and a commitment to working within and promoting the colleges' Equal Opportunities policy.	✓		IV

4.4	<p>In addition to candidates ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults including:</p> <ul style="list-style-type: none"> • Motivation to work with children, young people and vulnerable adults; • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults; • Emotional resilience in working with challenging behaviours; • Attitudes to use of authority and maintaining discipline; 	✓		IV
*	<p>Evidence of criteria will be established from: AF - Application form, IV - interview, Test - skills test / prepared question / presentation Cert - certificate checked by interview panel</p>			