

Highbury College

Job Description

Post	: Learning Assistant
Grade	: Grade 2
Responsible to	: Head of Learning Support
Date Job Description Revised	: July 2016

College Vision 2020

A world-class learning enterprise, leading the way, transcending borders

- Transforming and enriching lives
- Pioneering innovative approaches to education and training
- Inspiring ambition and co-creating sustainable futures with individuals, businesses and communities
- Serving our diverse stakeholder communities with pride and passion
- An influential organisation, recognised for excellence locally, nationally and internationally

At the heart of this vision is the College mission which is 'to enable all our students to succeed'.

Strategic priorities for realising the vision and mission include:

- Student Success, Resilience and Employability
- Innovation & Enterprise
- Growth
- Reputation
- Leadership
- Financial Health

Job Purpose

The Learning Assistant is responsible to the Head of Learning Support for providing high quality support to students with learning difficulties and disabilities within the Learning Support department in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance.

Main Duties and Responsibilities	
•	To support students and assist teaching staff in the conduct of teaching and learning activities
•	To contribute to the assessment and accurate recording of students' progress, skills and individual learning in the required format
•	To provide learning support to help students develop language, numeracy, IT, organisational skills and confidence
•	To keep written records as requested and required for audit purposes e.g. weekly lesson plan logs and Student Reviews/Profiles

Planning and Organisation	
•	It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines

Direction Received	
•	Reporting to the Head of Learning Support, the post holder must be self-motivated and capable of creativity and innovation

Liaison	
•	Liaise with academic and business support staff within the College.
•	Act as an ambassador for the College in any external activities so that the College's good reputation is further developed.
•	Student Welfare, Finance and Counsellors
•	Relevant external agencies
•	All internal Learning Support staff

Accountabilities:

A. Key Accountabilities	
•	To maintain procedural records and the collation of student and staff tracking documentation within Learning Support through the approved systems
•	To ensure the efficient and effective support for students with learning difficulties and disabilities within the remit of the team of Learning Support
•	To inform relevant staff on matters concerning the welfare of students and to contribute to the maintenance of a safe working environment for students, staff and others
•	To follow all necessary systems to enable a clear and accurate audit trail for the Additional Support Fund claim monitored by the Head of Learning Support
•	To maintain Manual Handling Training
B. Quality and Standards	
•	Contribute to the Department's Self-Assessment Report
•	Contribute to sharing good practice through peer and cross College activities
•	To follow Learning Support procedures to ensure a high quality student experience
•	To follow College Quality Systems in relation to this Business Support Group, including attendance at team meetings and input into relevant quality processes
C. Finance and Resources	
•	To ensure the appropriate use of College resources, wherever possible

•	To adhere to College financial regulations
•	To keep up to date with and advise the Head of Learning Support of innovative subject related and /or course related resources
D. Staff Learning and Development	
•	To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum.
•	To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College.
•	To identify individual training needs and support staff learning and development activities
E. Other Duties	
•	To be a member of such College Committees and working parties as may be agreed from time to time.
•	This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time.
F. General	
•	Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.
•	This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.
•	The appointment will be made on a spot salary. Annual pay awards will be subject to satisfactory performance and budgetary considerations.

Person Specification

Post: **Learning Assistant**
 Grade: **Grade 2**
 Department: **Learning Support**

Note to candidates: Please study the items in this Person Specification carefully when completing your application; try to describe your knowledge, skills and experience in terms of the particular items.

Assessment Area	Essential Criteria		Assessment Method
<i>Certified Qualifications</i>	1.	A – C GCSE in English and Mathematics or Functional Skills Qualification at Level 2 in Literacy and Numeracy	Application Form & interview
	2.	Learning support qualification or willingness to undertake one	
Experience	3.	Previous experience of supporting/working with young people and/or adults with learning difficulties and/or disabilities	Application Form & Interview
	4.	Experience of managing a diverse workload	
<i>Skills, Knowledge and Competencies</i>	5.	The ability to follow and input into the review of processes	Interview
	6.	Ability to remain calm and manage unexpected situations	
	7.	Good administration and organisational skills	
	8.	Computer literate	
	9.	Ability to work on own initiative	
	10.	Self motivated and flexible	
	11.	Excellent written and verbal communication skills	
	12.	Committed to achieving College objectives	
	13.	Enthusiastic and optimistic	
	14.	Committed to working in a healthy and safe environment	
<i>Personality / Characteristics</i>	15.	An understanding of equal opportunities issues and a commitment to working within and promoting the College's Equal Opportunities policy	Interview Reference
	16.	Understanding of safeguarding in the context of education	
	17.	Commitment to continuous personal development	
General	18.	Patient, tolerant and optimistic	Interview
	19.	Ability to travel independently between sites	
	20.	Commitment to high professional and personal standards of work and of conduct	
	21.	A commitment to equality of opportunity and widening access to education for all	