

## Staff Bank - Learning Support Assistant

**Term time only – Flexible hours available Monday - Friday**

**£11.38 per hour *inclusive of holiday pay***

**Local Government Pension Scheme**

**Hours available across the Welwyn Garden City Campus and St Albans Campus**

We are looking for a Learning Support Assistant to work on both our St Albans and Welwyn Garden City campuses. The role will include providing support for individuals or groups of students with learning difficulties and/or disabilities, assisting them to access the curriculum and develop strategies towards independence within a mainstream FE environment. You will need the ability to communicate effectively with curriculum areas/ parents/ carers/multi-agency partners and work effectively with the Tutors to ensure that student needs and college objectives are met by delivering a high quality student experience.

Although your assistance would be mostly practically based emphasis is also placed on personal and social education, use of community services, information technology, literacy and numeracy, the development of employability and decision making skills. You will work with tutors and students in both the classroom and in practical activities. A good level of English and Maths skills is essential.

We have a number of vacancies across a variety of disciplines on both campuses, these include Performing Arts, Music, Media, Business, ICT, Engineering, Health and Social Care and Early years Entry level 3 and Level 1+2.

Hours are flexible for the right candidate, potential for an immediate start. When submitting your application please confirm your weekly availability.

(Please note you will be required to pay for new enhanced DBS check before you can start at the College, unless you are part of the DBS update service)

**Closing Date: Tuesday 27<sup>th</sup> March**

**Interview Date: Friday 6<sup>th</sup> April – St Albans Campus**

## Job Description

<b>CAREER FRAMEWORK</b>	<b>ILS</b>
<b>JOB TITLE</b>	<b>Learning Support Assistant</b>
<b>LEVEL</b>	
<b>REPORTING TO</b>	<b>ILS Coordinator</b>

### SUMMARY OF POST

Work with curriculum Tutors and the ILS team to provide support for individuals, or groups of students with learning difficulties and/or disabilities.

## KEY RESPONSIBILITIES

- To provide consistency of support to named ILS students in allocated curriculum areas as directed by the ILS Coordinator.
- Have regard to the safety, medical status and emotional well-being of students all times.
- Have a clear understanding of your identified students' needs and appropriate support strategies.
- Have a clear understanding of ILS policies and procedures
- Support identified students in classroom activities and practical sessions as appropriate e.g. showing them how to break down tasks into smaller steps, getting ideas onto paper, helping to read or access materials: whilst encouraging independent learning.
- Ensure good working relationships and effective use of the LRC/Learning Coaches and Student Advice in regards to maximising support opportunities for students.
- Support identified students to develop strategies to improve their softer skills such as organisational skills and time management, social interaction and team work, managing behaviours etc.
- Help students to develop the skills to be independent by supporting them to learn new strategies and skills to manage their difficulties.
- With guidance from Tutors take responsibility for the preparation, upkeep and organisation of resources. Keep accurate and relevant paperwork including notes from lessons.
- Contribute to progress reviews and other formal meetings in conjunction with tutors for named ILS students.
- Set and review regularly SMART targets for named ILS students.
- Communicate effectively with the ILS Tutors and curriculum areas to ensure a holistic approach to learning ensuring that concepts and information are presented clearly and that any student related issues are identified
- Advocate on behalf of the student as and when appropriate.
- Where required support students with their personal care and escort to transport.
- Escort/supervise identified students during onsite and out of College activities e.g. trips related to course or enrichment.
- Support identified students to access college resources, facilities and other college services e.g. Student Services or Enrichment activities as appropriate.
- Attend and contribute to ILS/Curriculum team meetings, and curriculum development as part of the evaluation process.
- Perform administrative duties and records relating to students with additional support needs
- complete paperwork in line with college policies

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

## CRITERIA

### RECRUITMENT- short listing criteria

- 2 year's general work experience of working with students in either schools, adult education, prisons or voluntary/charitable organisations
- Good standard of education 5 GCSE's grade C or above or equivalent qualification or extensive experience

## ESTABLISHED

- Completion of probationary period
- Level 2 qualifications in English and maths
- Working towards Certificate in learning support or equivalent
- 1 years' experience in job role
- Manual handling, Health and Safety training

<b>EXPERIENCED AND QUALIFIED</b> <ul style="list-style-type: none"> <li>• Level 2 qualification in IT</li> <li>• Possess a specialist level 2 qualification in Learning support or equivalent</li> <li>• Obtain one further job related qualification such as first aid, food hygiene, counselling, dyslexia, ASD, moving/ handling of people</li> </ul>			
<b>DEVELOPMENT STAGE – To demonstrate College Values and Behaviours</b>			

<b>Career Framework</b>	<b>ALS</b>		
<b>Job Title</b>	<b>Student Support Assistant and Learning Support Assistant</b>		

<b>PERSON SPECIFICATION ( to be assessed at the interview stage)</b>			
<b>PERSONAL ATTRIBUTES</b> <ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Ability to present concepts and information clearly, and appropriately, to meet the needs of individual learners</li> <li>• Ability to use own initiative and work with minimum supervision</li> <li>• Positive, enthusiastic with a can do attitude</li> </ul>			
<b>SKILLS AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> <li>• Good skills in it</li> <li>• Experience of working with people with disabilities or learning difficulties</li> </ul>			
<b>Date approved</b>			
<b>Date reviewed</b>			

*In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.*