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**TITLE:** **Learning Support Assistant**

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**GRADE:** Support Scale

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**RESPONSIBLE TO:** Senior Support Worker

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**PURPOSE OF JOB:**

- To work as part of the Supported Learning Team to support and include learners with learning difficulties, disabilities and other barriers to learning within the curriculum.
- To support the quality of teaching and learning in the curriculum areas.
- To support progress and attainment of identified learners with additional SEND/EHCPs to achieve success on their course of study.
- To promote the highest level of independence for each student, whilst ensuring they are at all times in a safe and healthy environment.

**MAIN TASKS AND RESPONSIBILITIES:**

**1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

## **3. Particular to the Post:**

- 3.1 To adhere to relevant staff policies and the college's professional code of conduct and to always perform your duties in a professional manner being mindful of confidentiality as appropriate.
- 3.2 Work closely with teachers, to ensure that the support needs of learners are met. Supporting learners in the classroom, workshop environments and one to one. To undertake reading, scribing, IT support, personal care the preparation and adaption of learning materials as appropriate to individual learner needs.
- 3.3 Escorting learners who are required to undertake college based tasks "off site" so they may be supported in their activities to work towards independence.
- 3.4 Assistance with transport duties if required for learners with transport needs.
- 3.5 Being flexible about supporting learners outside of timetabled hours when required; such as invigilating exams, supervising breaks where there has been challenging behaviour, going on trips with learners with potential mobility issues.
- 3.6 Attending meetings with the Senior Support Workers, Senior Support for Behaviour, Supported Learning SCM, Supported Learning Team and Curriculum Teams to discuss monitoring of learners and to provide summary reports for managers.
- 3.7 Liaise with the Senior Support Workers, SEND and Supported Learning SCMs and the Senior Support for Behaviour regarding the learners you work with.

- 3.8 Develop, maintain and apply knowledge and understanding of learners general and specific learning needs, ensuring support is given to them at the appropriate level.
- 3.9 Promote and reinforce learners' self-esteem, appropriate learning behaviour and levels of effort.
- 3.10 Participate in the interviewing, assessment and guidance process.
- 3.11 Assist in supporting learners with Exam Access Arrangements and supervision of exams, tests and assessments as directed.
- 3.12 Support learners' work and behaviour to achieve their academic and social support plan targets.
- 3.13 Assist in the general administration of the Supported Learning Department by keeping up to date with recording sessions electronically and providing reports as required.
- 3.14 Work with individuals or small groups of learners on agreed tasks including specific English and Maths programmes.
- 3.15 Utilise an Emotional Literacy Support approach throughout practice, in one to one and group support.

#### **4. Person Specification:**

- 4.1 Good standard of education especially in English and Maths (Grade C or above) and IT.
- 4.2 Experienced and qualified in, or willing to obtain qualifications in learning support and/or teaching literacy, numeracy or ESOL
- 4.3 Experience and trained in, or willing to undertake training in personal care. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating, mobility and dispensing medication.
- 4.4 Experience and trained in, or willing to undertake training in First Aid.
- 4.5 Experience and trained in, or willing to undertake training in Emotional Literacy Support (ELS)
- 4.6 A good knowledge and understanding
- 4.7 Understand of challenges from a student and college perspective.

- 4.8 Experience of guidance and support of a learner in a flexible learning environment.
- 4.9 Ability to monitor student performance, achievements and attendance and to take appropriate action to improve and support achievement.
- 4.10 Ability to work collaboratively with colleagues as a member of the Supported Learning Team and other teams as appropriate.
- 4.11 Excellent interpersonal and communication skills
- 4.12 To work with the Senior Support Workers regarding updating support plans, recording information, providing information for the annual reviews.
- 4.13 To liaise with the Senior Support Worker and Senior Support for Behaviour regarding the needs of their learners.
- 4.14 Good organisational skills and an ability to use initiative in prioritising and organising their work.
- 4.15 Knowledge of learner progression paths.
- 4.16 Ability to liaise effectively with others inside and outside of the college.
- 4.17 Commitment to on-going professional learning and development.
- 4.18 Awareness of Health & Safety procedures and willingness to undertake training.

#### **Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.