****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | | Learning Support Assistant | | | |
| **Salary** | | Broadband 1: Steps 1 – 4 | | | |
| **Responsible to** | | Learning Inclusion Manager | | | |
| **Staff Managed:** | | | | | |
| Direct Reports: | Temps/TAC managed per annum | | Project staff managed per annum | | Are staff highly mobile or based on different sites? |
| No: | No:0 | | No;0 | | Yes |
| **Budgets managed** | None | | |  | |
| **Purpose of Job(Brief summary of why the job exists, what the main outcomes expected are, taking into account workforce planning)** | | | | | |
| To be responsible for providing on-course support to students with learning difficulties and/or disabilities both in the classroom and throughout the college.  To enable students to access the full range of facilities the Service has to offer and to assist lecturers in all aspects of lesson preparation.  To support the Initial Assessment process and assist with enrolment as required | | | | | |
| **Key duties and responsibilities of role** | | | | | |

|  |
| --- |
| 1. Assist students with learning difficulties and/or disabilities to access the full range of college services 2. Support teaching staff in the delivery of the curriculum to students with ALS needs 3. Help tutors in the identification of appropriate resources for student learning 4. Work with academic staff to monitor attendance and increase student retention, attainment and progression 5. Promote an inclusive learning environment across the college 6. Provide support for ALS students during non-teaching times to assist with their integration into Service life 7. Be an active member of the learning support team to assist in the development of individual programmes and the assessment of student progress 8. Provide a supportive service to students and help them to undertake and complete work to the deadlines set by the lecturers 9. Contribute to the development of learning resources including the use of educational technology appropriate to the courses being supported 10. To support learners outside of the teaching and learning rooms if appropriate 11. To invigilate learner exams through special arrangements if requested and if appropriate   **General:**   * To actively promote equal opportunities policies in all aspects of work with and for the Service. * To take responsibility for own professional development and participate in relevant internal and external activities. * To implement the Service’s health and safety policies and practices, including safeguarding policies. * To carry out the above duties within the requirements of the Data Protection Act. * To carry out the above duties in a confidential and sensitive manner. |
| **The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the Service.**  **PERSON SPECIFICATION**  The person specification outlines what is essential for the competent performance of full duties and responsibilities of the job, including professional or specialist skills or experience required. Applicants will need to demonstrate in their supporting statement how they meet the criteria listed below.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Post Title: Learning Support Assistant |  | **We will assess your match to the criteria from:** | | | | | | KEY: (E) – Essential (D) - Desirable |  | Appl. Form | Tests | Inter-view | | Refer-ences | | **QUALIFICATONS/EDUCATION/TRAINING** |  |  |  |  | |  | | An NVQ Level 3 qualification or equivalent | D | ✓ |  | ✓ | |  | | English, Maths and/ IT to Level 2 | E | ✓ |  | ✓ | |  | | A willingness to undertake any training or qualifications relevant to the post | E | ✓ |  | ✓ | |  | | **PROFESSIONAL KNOWLEDGE/UNDERSTANDING** |  |  |  |  | |  | | An understanding of adult learning providers and the specific needs of adult learners. | D | ✓ |  | ✓ | |  | | An understanding of strategies to support learners with a variety Learning Difficulties and Disabilities. | E | ✓ |  | ✓ | |  | | **EXPERIENCE** |  |  |  |  | |  | | Experience of working in a supportive role, with individuals or groups of people in education. | D | ✓ |  | ✓ | |  | | Experience in working and providing support to adults with disabilities within the last 2 years. | D | ✓ |  | ✓ | |  | | **SKILLS** |  |  |  |  | |  | | Ability to assist in the production of learning materials to a high standard | E | ✓ |  | ✓ | |  | | Good organisational administrative skills. | E | ✓ |  | ✓ | | ✓ | | **DISPOSITION/PERSONAL QUALITIES** |  |  |  |  | |  | | The ability to communicate effectively with staff, parents, carers and specialists | E | ✓ |  | ✓ | |  | | The ability to communicate effectively with people with support needs and learning difficulties | E | ✓ |  | | ✓ |  | | Ability to be flexible and adaptable in terms of working hours and locations. | E | ✓ |  | | ✓ |  | | The ability to work as part of a team | E | ✓ |  | | ✓ | ✓ | | **KNOWLEDGE/UNDERSTANDING OF KEY POLICIES** |  |  |  | |  |  | | Understanding of Safeguarding Legislation and its application within the educational sector and in relation to this post. | E | ✓ |  | | ✓ |  | | Commitment to equality and diversity and a good understanding of its practical implementation in the role. | E | ✓ |  | | ✓ |  | |