

JOB DESCRIPTION

Job Title:	Learning Support Assistant
Responsible to:	Assistant Head – Inclusive Learning Learning Support Team Leader
Functional Liaison with:	Course Teams, Learning Support Team and SENCo
Main Purpose:	Supporting the learning of students with identified barriers to learning.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

1. Provide and maintain a high standard of support for learning to identified students with additional physical, sensory and learning needs.
2. Assist and enable students to access the curriculum on offer to them including if required, accompanying them on trips, visits and residential.
3. In consultation and agreement with, course teams and other learning support staff, support individuals to participate in a range of learning activities which may be practical or classroom based, on or off the main College sites.
4. Work as part of a team, supervising and supporting learning activities, responding to individual student needs and encouraging success, self-respect and increasing self-reliance and independence in learning wherever possible. The supervision of students could be on a 1:1, small or large group basis depending on the level of ability, SEN and support needs of the respective student/s.
5. Assist in the process of recording and monitoring progress, assessment and achievement as appropriate.
6. Assist in the process of recording learning support activities to meet student needs.
7. Develop and maintain effective learning support materials and resources to support the curriculum, following college policies and procedures where these apply.
8. Assist in ensuring the provision of a physical learning environment is safe, tidy and pleasant for students.
9. Provide a welcoming and supportive environment for students, helping to meet pastoral care needs and referring wider student needs and issues to other staff as appropriate.

10. Assist and support students with physical care needs to access facilities as appropriate, including during break times if required (non-mandatory – prior agreement sought).
11. Participate in meetings and planning activities to contribute to the development and improvement of the learning support provided for Students.
12. Promote an inclusive approach to students' learning and demonstrate a commitment to equal opportunities and social inclusion.
13. Promote 'Strength of Character' by modelling each strength within own practice and recognise the demonstration of these by supported students.
14. Undertake any other duties commensurate with the grade of the post as required by the Line Manager.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	<p>Good standard of general education including Level 2 qualification in English and Mathematics (Literacy/Numeracy) or a willingness to work towards achieving these.</p> <p>A recognised 'Learning Support' related qualification or the willingness to work towards achieving one.</p>		I,A,
Knowledge and Skills	<p>Excellent interpersonal skills and the ability to relate to people of varying ages, abilities, skills and backgrounds.</p> <p>Sound literacy and numeracy skills.</p> <p>Good IT skills.</p>	<p>An awareness of post-16 curriculum and assessment requirements on training and vocational programmes would be advantageous.</p>	A,I,P
Experience	<p>Experience of working with young people and/or adults with a range of additional needs, social emotional difficulties or physical care needs.</p>	<p>Experience of supervising young people or adults.</p>	A, I,

Personal Qualities	<p>Good level of general health and fitness.</p> <p>Ability to work flexibly and as part of a team.</p> <p>Ability to work on own initiative, commensurate with the level of the post, but able to seek advice and/or assistance as appropriate.</p> <p>An enthusiasm for equal opportunities and a commitment to enabling individuals to achieve their goals.</p>		A, I,
Training	<p>Willingness to attend, undertake any training or development as, or when appropriate.</p>		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 24 days, plus public holidays, raising to 29 days on completion of 5 years' service.
2. New appointments to the College are subject to a twelve-month probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post-holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.