

Job Description

Job Title:	Learning Support Assistant (LSA)
Line Manager:	Director of Learning Support
Salary:	Band D (points 7 - 10)
Job Purpose:	To provide essential support to those students who would otherwise be disadvantaged by their learning difficulties and/or physical and/or emotional disabilities.

MAIN RESPONSIBILITIES:

- To assist the students, enabling maximum achievement in a safe environment.
- To take positive steps to get to know the individual strengths and weaknesses of the students who you support enabling them to learn more effectively.
- To be aware of students' target grades and adjust support as appropriate.
- To enter into a dialogue with each student about their progress and the actions needed to improve.
- To reinterpret material where necessary, to enable student access.
- To liaise with class teachers to provide the best support for the student.
- To modify teaching materials where necessary.
- To assist students in research and follow-up work as required, within examination board guidelines.
- To extend support to other students in the group who feel the need of some back-up and refer to Learning Support Department where appropriate.
- To assist students on a one-to-one basis in such aspects as study-skills, revision techniques, spelling and punctuation etc.
- To act as an amanuensis, reader or invigilator under internal and external exam conditions.
- To provide personal assistance in some cases when necessary.
- To attend appropriate calendared meetings.
- To participate in professional development activities.
- Review with their line manager on an annual basis their responsibility and role within the area; setting and reviewing agreed targets on an annual basis / reflecting college objectives and curriculum targets / aims.
- To take part in college Quality Assurance procedures, such as course reviews.
- To participate in peer observation procedures.
- To implement the College's Strategic Plan in relation to Learning Support.

PERSON SPECIFICATION	Essential	Desirable	Method of assessment
QUALIFICATIONS / TRAINING			
<ul style="list-style-type: none"> Have a good all-round education to advanced level 	√		A
<ul style="list-style-type: none"> Hold formal support qualifications 		√	A
EXPERIENCE			
<ul style="list-style-type: none"> Working with young people 14 -19 age range 		√	A
<ul style="list-style-type: none"> Working in learning support 		√	A
KNOWLEDGE SKILLS & ABILITIES			
Knowledge of:			
<ul style="list-style-type: none"> Demonstrate commitment to safeguarding and promoting the welfare of children and vulnerable adults 	√		I
<ul style="list-style-type: none"> Working with 14 - 19 age group 		√	I
Ability to:			
<ul style="list-style-type: none"> Communicate effectively 	√		I
<ul style="list-style-type: none"> Support learners effectively 	√		I
<ul style="list-style-type: none"> Work independently and as part of a team 	√		I
<ul style="list-style-type: none"> Be assertive and able to work on own initiative 	√		I
<ul style="list-style-type: none"> Act with tact and diplomacy 	√		I
Skills:			
<ul style="list-style-type: none"> A commitment to a quality approach to the provision of services to users and to the implementation of equality and diversity. 	√		I

In addition to assessing the candidates' ability to perform the duties & responsibilities associated with the post, the interview will also explore issues relating to safeguarding & promoting the welfare of the students.