

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 be aware of named student's SEN, strategies for meeting the needs and specific targets/outcomes
- To contribute to reviews, planning and records on specific students.
- To encourage students to become independent learners through the use of assistive technology.
- 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"> • Educated to A-Level standard with GCSE Maths and English; grade 4 or above 	√		A
<ul style="list-style-type: none"> • Hold formal support qualifications 		√	A
<ul style="list-style-type: none"> • Experience of using assistive technology / educational apps 		√	A
EXPERIENCE			
<ul style="list-style-type: none"> • Experience of working in Post-16 education 	√		A
<ul style="list-style-type: none"> • Working with students who have SEN 	√		A
KNOWLEDGE SKILLS & ABILITIES			
Knowledge of:			
<ul style="list-style-type: none"> • Demonstrate commitment to safeguarding of children and vulnerable adults 	√		I
<ul style="list-style-type: none"> • Excellent IT skills - familiar with Google Workspace 	√		A I
<ul style="list-style-type: none"> • Display a commitment to meeting the individual needs of each students - (providing them with an equal access to education / removing barriers to their learning) 	√		I
<ul style="list-style-type: none"> • Physical ability to undertake manual handling tasks e.g. moving and handling of people 	√		I
Ability to:			
<ul style="list-style-type: none"> • Ability to communicate effectively with a wide range of people including young people and adults OR students, teachers, parents, colleagues and other professionals. 	√		I

• Support learners effectively helping them to foster independence.	√		I
• Work independently and as part of a team with a flexible and adaptable attitude to covering lessons when required.	√		I
• Be assertive and able to work on own initiative and remain calm under pressure.	√		I
• Act with tact and diplomacy whilst demonstrating a calm and resilient approach.	√		I
• Flexibility to support with college needs as required. Open evenings etc.	√		I
• Ability to empathise with young people.	√		I
• Clear and concise written and oral communication skills.	√		A I
• Ability to maintain accurate records.	√		I
• An organised and methodical approach to working.	√		I
• Willingness to participate positively in staff development activities and share examples of good practice with the department.	√		I
Skills:			
• A commitment to a quality approach to the provision of services to users and to the implementation of equality and diversity. Display a commitment to equality, diversity and inclusion.	√		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.