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| **Job Description** |  |

**Post:** Learning Support Assistant

**Reports to:** Supported Internship Manager

**Hours of work:** Variable

**Main purpose of job**

To assist the Learning Support Team to promote and assist student learning and development.

**Duties and responsibilities**

* To assist in general Learning Support for the delivery of appropriate methods for individual and group work programmes to produce student learning and development
* To assist in the implementation of a range of systems, processes and procedures relating to learning support
* To assist and support teaching staff within the classroom environment for entry level students, which may include assistance with note-taking
* To provide assistance and support with organising and planning work
* To assist in the identification, assessment and support of students with Learning Support needs and Dyslexia
* Be fully aware of all college policies relating to students, colleagues and health and safety, to promote positive practice and adherence to legislation.
  + Ability to prioritise and juggle various tasks, supporting students at entry level experiencing different degrees of learning difficulties
* Excellent communication skills in assisting students with learning difficulties using a range of proven learning methods for basic numeracy, literacy and information technology
  + Support requirements to deal with students in a professional and patient and calm manner
  + Health and Safety is everyone’s responsibility and you will be required to adhere to all policy and legislative practice during every activity of work, as well as attending necessary training
  + Has an understanding that safeguarding is a shared cross college responsibility. Takes ownership of embedding safeguarding practices into their remit as appropriate to their role within the organisation
* Liaise and pass on to appropriate persons any concerns for student development
* Commit to other duties compatible with the post held, which may reasonably be required from time to time

**General**

* To actively promote the College’s Equalities and Diversity policies within all aspects of the post.
* To adhere to and proactively promote the College’s Values and Behaviours at all times.
* To have a comprehensive understanding that Safeguarding including PREVENT is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the curriculum and staffing community appropriate to their role within the organisation.
* To carry out supplementary evening or day and or weekend duties as required.
* To comply with the requirements of College Policies and Procedures.
* To be responsible for the implementation of and compliance with the College’s Health and Safety policy.
* To champion and embody best practice College developmental activities including Performance Appraisals.

**The duties and responsibilities listed are not exhaustive and the College may reasonably require that post holder to undertake duties and responsibilities not stated within this job description.**

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Qualified to GCSE/level 2 in Maths and English |  |
| **Experience and knowledge** |  | * Previous experience of working within a similar capacity * Familiarity with information technology and its use in an educational setting |
| **Skills and attributes** | * patience and initiative * effective communication skills and the ability to work under pressure * flexibility, commitment and the ability to work as part of a team * an empathy and understanding of individual student’s needs * the ability to foster and maintain good relationships with students * an understanding of the sensitivity and complexity of the role * professional appearance |  |

**Please sign and date to confirm you have read and understood the requirements of the role.**

**Post Holder:** …………………………………………… **Date**: ………………………………

**Line Manager:** …………………………………………… **Date**: ………………………………