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### Role Description

Business Area: Information and Student Services

Job Title: Learning Support Assistant (Fixed Term Until June 2019)

Salary Scale: BS Fixed Point 20 (£18,804.24 pro rata per annum / £10.02 per hour)

Location: Hopwood Hall College

Accountable to: Student Support Manager (LDD)

Hours of Duty: 16 hours per week (Term Time Only 38 weeks worked per year)

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

### To meet the needs of learners with identified Learning Difficulties and / or Disabilities including in class and out of class support to remove barriers to accessing learning and participation.

### To implement agreed learning support with individuals and groups with a view to encourage learner independence using identified support strategies

### Duties

1. To provide appropriate learning support for groups and /or individuals with identified Learning difficulties and / or Disabilities. Including in and out of class support, residential activities, educational visits or work experience.
2. To provide learning support for those learners identified as having additional support needs for literacy and numeracy.
3. To contribute to the planning, differentiation and target setting for learners needs with curriculum staff and the wider Student Support team.
4. To record, review and adapt strategies throughout the academic year using student ILP and other college systems.
5. To develop and assist the integration of students by supporting the transition process and enrichment activities.
6. To support the Student Support Manager to carry out Healthcare Plans, PEEPs, exam concessions and specialist equipment are in place.
7. To support learners with personal care and medical needs including administration of medication where indicated in their Healthcare Plan.
8. To develop and adapt accessible resources and materials prior to lessons to maximise all learning opportunities.
9. To assist learners with the use of specialist equipment and embed the use of assistive technology to promote independence.
10. To develop positive working practices with external agencies in order to gather accurate information to inform learning support.
11. To engage in continuous professional development.
12. Any other duties, of a similar level of responsibility, as may be required.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Single Equality Scheme:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

##### **Level 2 (GCSE A\* - C) in English and Maths.**

##### **A recognised Level 2/3 qualification in Learning Support or equivalent**

##### Desirable Criteria

**PTLLS**

**First Aid Certificate**

**How Identified**: Application

#### Experience

##### Essential Criteria

##### **Experience of working with young people**

##### **Experience of working with individuals with Learning Difficulties and / or Disabilities**

##### **Experience of providing additional support in a learning environment**

##### **Experience of providing additional support for Literacy and / or Numeracy**

##### Desirable Criteria

**Experience of learners with personal care needs and / or medical conditions.**

**Experience of note taking to support learning**

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

##### **Knowledge of the support needs of learners with Learning Difficulties and / or Disabilities.**

##### **Knowledge of Specific Learning Difficulties such as Autism and Dyslexia**

##### Desirable Criteria

**Knowledge of supporting learning with sensory impairment.**

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

Intermediate ability to use Microsoft Office applications and willing to undertake training appropriate to role

Willing to undertake any software training relevant to role.

##### Desirable Criteria

Experience of student records system, electronic ILPs, Promonitor

How Identified: Application/Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Less Relevant** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Desirable** |
| 3.3 Presenting and communicating  | **Desirable** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Desirable** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Desirable** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Desirable** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.