

Westminster Kingsway College Job Description and Person Specification

Post:	Learning Support Worker x 7
Contract:	Permanent / Term Time Only (TTO) / 37 Week per year
Hours:	up to 35 hours
Reporting to:	The Head of LDD
Department:	LDD
Grade:	Learning Support; Grade 2
Salary:	£26,418 pro rata per annum
Location:	Alexandra College (WKC): Ainsworth Way, London NW8 0SR

Key Purpose

You will be responsible for providing on-course assistance to students with learning difficulties or disabilities both in the classroom and around the College. You will enable students to access the full range of facilities the College has to offer, assist lecturers in all aspects of preparation and provide learning support to students.

Main Duties and Responsibilities

The potholder will be expected to undertake any of the duties set out below, subject to appropriate training, although he or she would normally concentrate on a particular area. However, in order to ensure a range of experience for the benefit of potholder and the College, duties may be rotated from time to time.

1. To enable students with complex learning disabilities to access the full range of college life (getting to and from the college, moving within the college, in the classroom and in social areas).
2. To support teaching staff in the delivery of the curriculum, including covering classes if required.
3. To help teachers in the identification of appropriate resources for student learning.
4. To work with course teams on the design of the curriculum and on course review and evaluation.
5. To assist in the enrolment of students.
6. To monitor student attendance.
7. To work with lecturers to increase student retention, attainment and progression.

8. To supervise transport arrangements for students who cannot travel independently whether to, from or within the college and to liaise with transport agencies and course tutors to ensure that students can access their college timetable safely and on time.
9. To provide support for LDD students during non-teaching times, especially lunchtimes and to assist with their integration into college life, e.g. attending classes, social activities or other student events.
10. To be an active member of course teams and to assist in the development of individual programmes and the assessment of student progress.
11. To provide a supportive service to students and to help them to undertake and complete work to the deadlines set by the lecturers.
12. To contribute to the development of learning resources including the use of educational technology appropriate to the courses being supported.
13. To maintain base rooms as attractive and effective learning environments for students.
14. To contribute to the development and implementation of the college's quality management system including a college-wide procedure for course reviews and evaluations.
15. To monitor student attendance following established procedures and make necessary returns to the Head of LDD.
16. To provide and support of personal care for learners if required.

Expectations of the Post Holder,

The post holder will:

1. Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
2. Be Proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
3. Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the college;
4. Abide by the college's data protection policy.

Other duties:

To be responsible for the implementation of, and compliance with, the provisions of legislation and good practice relating to health and safety in the areas responsible for.

The scope of this profile reflects the needs of the college at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the college change over time.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification: Learning Support Worker

Area to be assessed	Essential	Desirable	How this will be assessed
Qualifications	<ul style="list-style-type: none"> A level 2 qualification or equivalent experience. A good general education in English, Maths and/or IT to level 2. 		AF, I
Professional development	<ul style="list-style-type: none"> A willingness to undertake continual professional development and continual IT skills upgrading. 		I
Knowledge	<ul style="list-style-type: none"> An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients. 		AF, I
Experience	<ul style="list-style-type: none"> Experience of working in a supportive role, with individuals or groups of people with either PMLD or ASD with Challenging behaviour 		AF, I
Skills and Qualities	<ul style="list-style-type: none"> The ability to communicate effectively with people with learning difficulties. The ability to communicate effectively with staff, parents, carers and specialists. Ability to produce materials to a high standard. Good interpersonal skills and written and oral communication skills. Excellent administrative and IT skills, including knowledge of Microsoft Office and experience with dedicated databases. The ability to plan and monitor one's own workload to ensure that deadlines are met. A flexible approach to work and to be able to work longer hours at short notice to achieve deadlines. The ability to work effectively as part of a team. 		AF, I

Please indicate how these will be assessed: AF (Application form), I (Interview), T (Task).