

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Learning Support Assistant
Responsible To:	Learning Support Manager
Department:	Learning Support (Cadbury)
Salary Grade:	Grade C (£21,471 - £24,875)

JOB ROLE

- Support of learners with special educational needs in and out of class
- Support learners with an Education Health Plan access learning opportunity that meet their individual goal
- Act as a central contact point for the learner in terms of accessing their education
- Delivery of one to one support for learners.
- Delivery of small group support for learners (in groups of two or three).
- Note-taking as necessary

KEY DUTIES

No	Description of Duties
1	To support the developing of core skills of learners in the classroom this will include: <ul style="list-style-type: none"> • Supporting learners in the classroom, either 1:1 or small groups and the study link workshop on a 1:1 drop in basis • Encouraging learners to participate in learning activities • Adapting learner materials where necessary • Ensuring communication and access to learning materials takes place. • Ensuring efficient communication and feedback takes place • Promoting learning through specialist and assistive technology • Promoting the areas aim to increase retention and success by removing barriers to learning
2	Attend support and curriculum team meetings as appropriate to provide feedback on student progress and assist vocational tutors to differentiate learning and implement behavioural support plans
3	Work closely with directorate learning support co-ordinators, lecturers in class, and/or study link workshop to ensure learners are receiving the correct support
4	Assist with and support the delivery of personal care to learners who may have this need with respect and dignity.
5	Keep relevant documentation as required, ensuring student progress is tracked and recorded and that all information is relayed back to the directorate learning support co-ordinators and relevant vocational tutors as required.

6	Maintain a high level of awareness of individual needs of learners, including multi-cultural, social and behavioural needs, and preferred learning style
7	Assist with screening and diagnostic assessment of individuals.
8	Undertake training essential for the role of Learner Support Assistants.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title:

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	Qualifications		
1.1	Hold relevant degree		✓
1.2	Hold a minimum of a Level 3 subject qualification	✓	
1.3	Hold a teaching qualification preferably PTLLS or equivalent.		✓
1.4	Hold a City & Guilds 9297 Cert in Adult Learning Support or successful completion of this (or similar) following appointment	✓	
1.5	Must have at least GCSE in English and Maths to grade C or above, or a recognised equivalent qualification (FS L2), and current skill levels at L2 in Literacy, Language and Numeracy	✓	
2.	Experience		
2.1	Experience in supporting learners, staff or clients	✓	
2.2	Demonstrate understanding of the wide range of needs students have in an FE setting that affects the achievement of goals	✓	
2.3	Understanding of literacy/numeracy support in the classroom (including embedding and contextualisation)	✓	
2.4	Demonstrate clear understanding of assessment and their link to support programmes	✓	
2.5	Demonstrate experience of preparing and evaluating learning materials		✓
2.6	Experience in delivering exceptional personal care to learners, individually or as part of a team	✓	
3.	Skills/Abilities		
3.1	Be able to work as part of a team and with individuals	✓	
3.2	Be able to present information to learners using ILT	✓	
3.3	Good organisational and administrative skills	✓	
3.4	Ability to work under pressure	✓	
3.5	Ability to inspire and motivate students	✓	
4.	Qualities		
4.1	Willingness to work within a team to implement strategic policy	✓	
4.2	Genuine understanding of a commitment to Equal Opportunities in practice	✓	
4.3	Prepared to actively participate in new developments	✓	