

## **JOB DESCRIPTION**

1. **JOB TITLE:** Learning Support Officer

2. **SALARY:** SP7-11

3. **RELATIONSHIPS:**

The postholder is responsible to the Learning Support Manager

4. **PURPOSE OF JOB:**

To promote the achievement and progression of students with high/additional needs through a range of personalised learning strategies. The post holder will be part of the Student Services team and, within this role, will provide appropriate clerical support.

5. **KEY RESPONSIBILITIES AND DUTIES:**

- To support a caseload of students with high or additional needs, as identified by the Learning Support Manager
- To engage in a variety of roles that support students to work as independently as possible and achieve their potential during their time at college. This may include 1:1 support and drop-in sessions.
- To support students to challenge barriers to their learning and encourage them to take ownership of their learning. This will include regular communication with staff across the College and other support agencies.
- To follow all College policies and procedures, with particular reference to safeguarding, student wellbeing and GDPR.
- To maintain confidential (within the college), up to date and accurate on-line records using agreed systems. This will require the post-holder to remain up to date with relevant legislation.
- To work collaboratively with the Student Services team to achieve goals within the department action plan.
- To regularly review the progress of students with high or additional needs and report on this to the Learning Support Manager. This would involve implementing changes to students support to ensure the maximum impact on student success.
- To undertake administrative and clerical tasks as directed by the Learning Support Manager
- To undertake exam invigilation as directed by the Learning Support Manager
- To work flexibly in order to be present at team meetings, staff meetings, parents evenings, open events and other relevant training.

6. **GENERAL DUTIES**

- To contribute to the development and provision of Student Services.
- To act in accordance with the college's Safeguarding, Health and Safety and Equality policies.

## **7. DECISIONS**

The post holder will have discretion to make day to day decisions on a range of issues, e.g. establishing their own priorities, the planning of events, monitoring systems and assisting their smooth operation. The post holder will have access to confidential information and should seek to win the confidence and trust of staff. The post holder will be expected to understand what is and what is not confidential.

## **8 WORK COMPLEXITY:**

The post holder must possess excellent organisational skills and be able to organise his/her own time. A pleasant personality is required including tact, diplomacy and discretion, and the ability to manage a constant workload with often conflicting demands in order both to deal with the diverse range of matters and to meet deadlines.

## **9 CONDITIONS:**

- 9.1 This is a part time post, term time only
- 9.2 The job description is a guide to the major responsibilities of the post holder. This job description may be re-negotiated at the request of either the post holder or the Principal.
- 9.3 The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.