

## **Job Description**

<b>Post:</b>	Study Support Assistant (Learning Support Assistant)
<b>Salary Grade:</b>	Salary Grade: Band 7, points 24 - 28
<b>Responsible to:</b>	Learning Support Manager

## **Key Purpose:**

<b>1</b>	To support learners with differing needs and abilities (difficulties, disabilities and Basic Skills) within the classroom, enabling them to access the curriculum and reach their full potential.
<b>2</b>	To work with class tutors and other members of the Learning Support Team and Programme Team in order to best meet the needs of learners.
<b>3</b>	To maintain accurate records of the support provided in order to meet audit requirements.

## **Responsibilities:**

<b>1</b>	Participate in key College processes as required e.g. enrolment
<b>2</b>	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter.
<b>3</b>	To work flexibly in the interests of the organisation as required.
<b>4</b>	To participate in Performance Development Reviews and to undertake staff development activities as appropriate.
<b>5</b>	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

## **Duties and Responsibilities:**

<b>a.</b>	To support retention and achievement of learners in the classroom by e.g. assisting them with interpreting questions / assignments, reading, taking notes, organizing work, self-motivation and managing their own behaviour.
<b>b.</b>	To provide support for learners with Literacy, Numeracy, ESOL needs.
<b>c.</b>	To provide support for learners with specific learning difficulties and a range of disabilities including mental health and medical conditions. To have knowledge/understanding of Education Health Care Plans (EHCP) and High Needs Learners (HNL).

<b>d.</b>	To work with class tutors to ensure that learner needs are best met by e.g. Feeding into lesson plans, sharing information, monitoring learner progress and attendance.
<b>e.</b>	To ensure the curriculum is accessible to all learners by adapting materials for those with specific needs e.g. Alternative font, coloured paper, use of specialist equipment and advise subject tutors regarding these needs where appropriate.
<b>f.</b>	To provide high quality in-class support to agreed standards (Common Inspection Framework) and to take part in the Learning Support Observation Process.
<b>g.</b>	To support learners in examinations where appropriate (as directed by Learning Support Manager or co-ordinator)
<b>h.</b>	To ensure learners are aware of the full range of services offered by Learning Support and Student Services e.g. One to one support, dyslexia support, Access Arrangements, pastoral support, welfare and careers guidance.
<b>i.</b>	To identify the needs of learners and liaise with tutors/Individual Support Co-ordinator and other members of the Learning Support/Pastoral Team to ensure support arrangements best meet learner needs. Including referring students for other types of support within college or to outside agencies.
<b>j.</b>	To provide pastoral support to learners within the classroom to ensure their overall health and wellbeing (ECM) e.g. providing appropriate emotional support, encouragement and building self-esteem.
<b>k.</b>	To meet audit requirements by maintaining accurate records in accordance with internal audit guidance and LSC guidelines (logging of all hours delivered)
<b>l.</b>	To be actively involved in enrichment activities and encourage participation of learners e.g. In college events, trips etc. To be involved with open evenings, parents evenings as directed.
<b>m.</b>	To actively participate in team training events/meetings and share good practice.
<b>n.</b>	To work with the Assistive Technology Development Officer to identify the most appropriate technology/equipment to meet the needs of individual learners and assist learners in using technology.
<b>o.</b>	To assist and encourage learners with individual needs in their progression routes e.g. continuing in education or seeking employment.
<b>p.</b>	To provide extra support for learners to catch up on assignments and meet deadlines. This may take place outside the classroom if timetable permits

	and as directed by the In-Class Support Co-ordinator or Learning Support Manager.
<b>q.</b>	To communicate effectively with curriculum teams (Pastoral managers, pastoral leaders) and other members of Learning Support or Student Services Teams to ensure learner information is shared.
<b>r.</b>	To play a key role in enrolment, re-enrolment, new students day, offering a high quality service to learners.
<b>s.</b>	To be willing to carry out/assist with student's personal care.

To carry out any other duties commensurate to the post as required by your Coordinator/ Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises, there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign and date the job description:**

**Name of the post holder:**

**Line manager to sign and date the job description:**

**Name of the line manager:**

### Person Specification – Learning Support Assistant

<b>Qualification</b>	<u><b>Essential</b></u>	<u><b>Evidence</b></u>	<u><b>Desirable</b></u>	<u><b>Evidence</b></u>
	1 Level 3 qualification (or working towards)  2 Literacy Level 2  3 Numeracy Level 2  4 IT Level 2	Application  Application  Application  Application	a An accredited qualification in supporting learners with basic skills needs    b Other relevant qualifications or training e.g. Teaching Assistant, Child Protection, First Aid, Counselling, youth work	Application / Certificate    Application / Certificate
<b>Professional Development</b>	5 Evidence of ongoing professional development.	Application		
<b>Knowledge</b>	6 Knowledge of EHCP and HNL and difficulties/disabilities  7 Experience of supporting learners in either an 11-16 or post 16 environment.  8 Experience of the issues facing young people with barriers to their learning.	Application  Application/ Interview  Application/ Interview		
<b>Experience</b>			c Experience of supporting learners in a college environment.  d Experience of supporting learners with basic skills needs difficulties/disabilities.	Application Form / Certificate    Application/ Interview

<b>Skills/ Qualities</b>	9	Ability to motivate learners with differing abilities and needs	Application/ Interview			
	10	Ability to complete paperwork in line with LSC audit requirements	Application/ Interview			
	11	Flexible and enthusiastic team player	Application/ Interview			
	12	Ability to work on own initiative and self-motivated	Application/ Interview			
	13	Excellent communication and interpersonal skills	Application/ Interview			
	14	Excellent personal organisational skills	Application/ Interview			
	15	Ability to build good relationships with students and staff	Application/ Interview			
	16	A positive pro-active and empathetic personality	Application/ Interview			
	17	A flexible, calm and empathetic approach to dealing with students	Application/ Interview			
	18	Commitment and responsibility for safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children and vulnerable adults	Application/ Interview			
	19	Commitment to College policies i.e. Health and Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter	Application/ Interview			
	20	DBS check	Application/ Appointment			