

JOB DESCRIPTION

Job title:	Learning Support Assistant
Reporting to:	Programme Manager – Learning Support Assistant Programme Manager – Learning Support Assistant Programme Manager – Foundation Learning
Salary:	£17,673 - £19,894 pro rata (Actual salary £15,252 - £17,169 per annum)
Hours of work:	36 hours per week, term time only

Main responsibilities:

- Assist in the support and inclusion of students with Special Educational Needs and Disabilities (SEND), additional support needs and medical conditions within the College.
- Support individual students who attend mainstream courses at entry level 1 to level 3
- Support students with SEND in classes in a variety of ways, such as:
 Physical assistance with materials and equipment
 Clarifying and explaining instructions
 Reading from course material
 Helping students focus and complete work
 Note taking
 Acting as scribe
- Provide high standard of support to students studying GCSE and Functional Skills English and Maths.
- Liaise between the support team and individual class teachers and contribute to support team meetings, student reviews and person centred reviews.
- Provide support and personal care to disabled students.
- Liaise with local authority transport on behalf of students with disabilities.
- Participate in programme area meetings.
- Facilitate examinations for students who have been awarded access arrangements.
- Maintain accurate student information records.
- Undertake administrative work as required.

General:

- Work within the requirements of the college's established 'Key Features of an Outstanding Programme Area' that reflects the college's operational aims and objectives.
- Support the aims and ethos of the college;
- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children initiatives and undertake training as required;
- Undertake any staff development (INSET/CPD) relevant to the needs of the post.
- Comply with health and safety regulations associated with the post and employment at the College.
- Promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff.
- Contribute to the college's quality improvement framework through participation in appraisal and performance review.
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

Other Information

Contract/Hours: This is a permanent post. The role is term time only, the post holder will only be required to work during term time and not during college holiday periods.

PERSON SPECIFICATION – Learning Support Assistant

Criteria for Selection	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths grade A-C or equivalent or able to demonstrate this level of literacy and numeracy A Level or equivalent 	<ul style="list-style-type: none"> Degree or equivalent Willingness to complete PTTLs course
Experience	<ul style="list-style-type: none"> Supporting young people with SEND and additional support needs 	<ul style="list-style-type: none"> Working in an educational setting with 16-19 year olds Attending to students' personal care needs
Skills and Abilities	<ul style="list-style-type: none"> Ability to work with students from entry level 1 to level 3 Ability to provide high quality support to students studying GCSE and Functional Skills English and Maths Ability to maintain confidentiality and handle sensitive data appropriately Excellent communication skills both oral and written Effective IT skills Ability to organise and prioritise own workload Ability to exercise initiative Ability to work in a supportive and patient manner with students Ability to develop good working relationships with students and colleagues Ability to demonstrate a flexible approach to work and changing priorities Ability to provide personal care and support to students with disabilities 	
Other Requirements	<ul style="list-style-type: none"> Understanding of and commitment to inclusive education Understanding of working with young people with SEND and additional support needs Awareness and commitment to equality and diversity, safeguarding and health and safety 	