



**Job Title:** Learning Support Facilitator

**Responsible to:** Learning Support Team Leader

**1. Job Purpose**

- To provide effective and high quality support to learners across a wide range of vocational subjects.
- To work alongside classroom tutors to break down barriers and ensure that learners are able to access the curriculum and reach their full potential.
- To ensure that individual learner needs are met and contribute to raising awareness and understanding of the needs of individual learners in the wider college community.
- To provide a range of support to learners with a variety of needs including difficulties/disabilities, Literacy, Numeracy and Language.
- To also provide emotional support and encourage participation in the learning environment and may be required to support learners with personal care needs.

**2. Key Responsibilities**

- To provide effective Learning Support to individual and/or groups of learners meeting approved quality standards and audit requirements.
- To liaise and work in partnership with Curriculum teams to ensure learner needs are met
- To provide emotional support and encourage participation in the learning environment and may be required to support learners with personal care needs and Access Arrangements for exams
- To liaise with members of the wider Progress and Welfare Team to provide wrap around support with eg. Welfare, progression, careers guidance and to liaise with outside agencies as and where appropriate

**3. Specific Duties**

- Facilitate effective student learning by providing Learning Support
- Ensure that support is recorded and monitored and reported to the College Management Information System through the administrative systems
- In liaison with the tutor, plan, deliver and review the level, type and effectiveness of ALS to ensure that support is relevant, appropriate, and useful
- Undertake personal care duties
- Assist in the development and adaptation of learning resources/materials to meet individual learner needs
- Organise any special arrangements for examinations
- Liaise with external agencies
- Provide student advice, support, and induction
- Assist in the student enrolment and internal and external marketing activities of the College
- Contribute to the Quality Assurance process through curriculum validations, audits, inspections, self-assessment, and quality improvement plans
- Ensure that the College policies on Health and Safety are fully implemented
- Observe and implement the College's Equal Opportunity Policy
- Have responsibility for promoting and safeguarding the welfare of children and young persons who you are responsible for, or come into contact with
- Any other duties commensurate with the grade of post.



**4. Budget Responsibility**

The post holder **is not** a budget holder under the College's accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

**5. Continuing Professional Development**

The post holder will proactively take part in the College's Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

**6. Health and Safety**

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

**7. Equality and Diversity**

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

**8. Values**

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Excellence Through Learning
  - It's my responsibility
  - Work together
  - Act with integrity
  - Value and respect each other

**9. Safeguarding Children and Vulnerable Adults**

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

**10. College Policies and Procedures**

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



Tameside  
College



Clarendon  
Sixth Form College

**NOTE:**

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

**Signed: (Principal)** .....

**Date:**.....

**Signed: (Post holder)** .....

**Date:**.....



| Qualifications, Experience & Knowledge |                                                                                                                                                                                            | Essential | Desirable |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| 1                                      | Level 2 Qualification in a vocational or Key Skill Area                                                                                                                                    | ✓         |           |
| 2                                      | Hold or be willing to work towards a level 3 qualification linked to support, learning or disability                                                                                       |           | ✓         |
| 3                                      | Hold or be willing to work towards: Level 2 qualification in literacy and numeracy                                                                                                         | ✓         |           |
| 4                                      | Other relevant qualifications/training eg. Teaching Assistant, Safeguarding, First Aid, Counselling, Mental Health                                                                         |           | ✓         |
| 5                                      | Knowledge of legislation regarding learners with difficulties/disabilities eg. SEN Code of Practice, Single Equality Duty, Health and Safety                                               | ✓         |           |
| 6                                      | A broad range of curriculum knowledge/qualification structure eg. BTEC, City & Guilds, NVQ, Apprenticeships                                                                                | ✓         |           |
| 7                                      | Experience of supporting learners with difficulties/disabilities across a range of curriculum areas in an educational environment                                                          | ✓         |           |
| 8                                      | Experience of the issues facing young people with barriers to their learning (including social, emotional, behavioural)                                                                    | ✓         |           |
| 9                                      | Experience of planning and delivering support for a wide variety of needs, across all course level and using a range of methodologies including Assistive Technologies                     | ✓         |           |
| 10                                     | Experience of supporting learners with Access Arrangements for exams                                                                                                                       |           | ✓         |
| 11                                     | Experience of working with outside agencies, schools, parents/carers                                                                                                                       |           | ✓         |
| 12                                     | Experience of using Learning Support processes and systems                                                                                                                                 |           | ✓         |
| 13                                     | Experience in providing personal care for learners                                                                                                                                         |           | ✓         |
| 14                                     | A positive “problem solving” approach in dealing with learners and staff cross college. Ability to communicate a positive impression of the Learning Support Service to learners and staff | ✓         |           |
| 15                                     | Ability to motivate learners with differing abilities and needs                                                                                                                            | ✓         |           |
| 16                                     | Flexible and enthusiastic team player)                                                                                                                                                     | ✓         |           |
| 17                                     | Ability to deal with challenging situations professionally, crisis manage and manage change (keep calm in difficult situations)                                                            | ✓         |           |
| 18                                     | Good negotiating and diplomacy skills in dealing with other college staff, parents/carers, outside agencies                                                                                | ✓         |           |
| 19                                     | Good organizational and IT skills                                                                                                                                                          | ✓         |           |