



Job Description

Job Title	Learning Support Assistant (Supported and Inclusive Learning)
Department	SEND
Reports to	LSA Manager (Supported and Inclusive Learning)
Contract	Permanent, Term Time Only
Location	One of the College centres, as appropriate to areas of responsibility of the post

Our Vision & Values

“To develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers. “

College Values

- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
- S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
- P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
- I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
- R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
- E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Safeguarding of Children and vulnerable adults

Newham College is committed to safeguarding and promoting the welfare of our learners and young people. We expect all staff to share this commitment. As this role involves regulated activity, the successful applicant will be required to undertake an enhanced DBS check and additional pre-employment checks.

Equality of Opportunity

The College has a strong commitment to working toward the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination implementation of this aim and related policies and programmes.

We encourage and welcome applications from all individuals, regardless of age, disability, sex, sexual orientation, gender reassignment or identity, race, religion or belief and marriage and civil partnership.



Job Purpose

Work under the direction and supervision of managers and teaching staff to provide high quality and appropriately targeted support to learners with learning difficulties and or physical disabilities to facilitate their independence, their access to learning and their integration into the college community.

Key Duties and Responsibilities

1. Under the direct supervision of teaching staff, assist in the delivery of the curriculum by supporting learners individually or in small groups and provide regular feedback to teachers and learners about progress and attainment.
2. Keep records of support provided as directed by the Supported and Inclusive Learning management team.
3. Respond appropriately to requests from learners for support in the learning process to maximise their skills, abilities. potential and independence.
4. Support the physical, intellectual, emotional, and social development of learners, including contributing ideas and suggestions to support planning, to meet their development needs.
5. Assist with behaviour management in and out of the classroom with support from the teaching team and SEND management team.
6. Supervise learners on arrival at college, during lunchtimes and breaks (including cutting up food and feeding where required) and ensure they leave the premises safely at the end of the day.
7. Provide personal care support in line with the college policy and guidelines. This may include support with toileting, support at break times and administration of medication.
8. Supervise and support community-based learning and educational visits as required.
9. Assist those with physical mobility problems to navigate the building, move from site to site and participate fully in off site visits safely.
10. Assist learners to use the canteen, LRC and other resource areas.
11. Create visual displays, in accordance with the requirements of the teacher, to facilitate a relevant physical learning environment.
12. Create, adapt, and use a range of resources and strategies to meet learners' needs including e-resources.
13. Contact home or other external agencies as directed by managers or teaching staff.
14. Support learners in a social context through encouragement, listening and talking.
15. Attend LSA, course, directorate, College wide meetings and CPD sessions.
16. Follow risk assessments and emergency procedures which are in line with college policy.



Person Specification: Learning Support Assistant (Supported and Inclusive Learning)

Qualifications	Essential	Desirable
Minimum of Level 2 literacy and numeracy (GCSE Grade C/4)	✓	
IT skills sufficient to support learners and to develop learning resources	✓	

Experience, Knowledge and Skills	Essential	Desirable
Significant recent experience of supporting learners with SEND	✓	
Experience of a range of, or particular, learning difficulties and or disabilities	✓	
The experience/ interest or relevant qualification to support in vocational contexts e.g., art, drama, music, retail, cookery, customer service, horticulture		✓
Experience of managing complex behaviour and the emotional and physical resilience to work with learners who display behaviours that challenge	✓	
Experience of using Makaton sign and/or PECS (Picture Exchange Communication System)		✓
The willingness and skill to undertake direct personal care tasks as required, including using a hoist	✓	
To have a flexible approach in order to support learners according to their EHCP.		
An understanding of health and safety requirements of a working environment.	✓	
Demonstrate an understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge.	✓	
Good standard of written/verbal communication skills	✓	
Good interpersonal skills and the ability to communicate effectively with colleagues, students, parents/carers, and external agencies	✓	
Self-starter, well-motivated and enthusiastic with a successful track record in continuous personal development in issues related to SEND	✓	

Other qualities	Essential	Desirable
A satisfactory DBS disclosure at Enhanced level.	✓	
Demonstrable commitment to the College's vision and values.	✓	

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.



This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at different sites within Newham College. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.