**City of Bristol College: Job Description**

Post: Learning Assistant (CSW/Note Taker – where appropriate) Job Ref: 00028

Department: ALS and Learning Support

Responsible to: ALS Centre Coordinator

Responsible for: No staff

Hours of Work: Full-time or part-time

Salary Scale: £16,379 - £17,849 pro rata, 38 week year (Variations for Deaf/Hearing Impaired role)

1. **PURPOSE OF THE JOB**

The post holder is responsible for:

1. Delivering an effective support service through working closely with learners on barriers to learning, under the direction of teachers and/or supervisors, leading to improved outcomes for learners and greater autonomy and independence
2. Maximising success of learners who may have a support need, working closely with teaching staff and support colleagues
3. **PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES**

All Learning Assistants will have General and Specific Duties. The Specific Duties will relate to a given specialism e.g. Deaf/Hearing Impaired (CSW/ Note Taker); Care Leavers; Mental Health; Behaviour Support (BESD).

**General Duties (all Learning Assistants):**

* Carrying out 1-1 support sessions according to ALS Centre Co-ordinator guidance
* Completing and submitting accurate records of support claims/time
* Ensuring student learning plans are up to date, fit for purpose, reviewed regularly and fed into relevant curriculum teams
* Liaison with Curriculum staff at the relevant site
* Deliver and participate in a programme of training and updating for staff that enables the delivery of high quality support, and related services
* Ensure consistency of service across the College through regular learner feedback to inform developments

**Specific Duties (Escorting, Personal Care & Mobility support)**

* Providing intimate personal care for students
* Ensuring students with additional physical or learning needs are able to access College safely (e.g. escorting wheelchair users)
* Providing individual support during lunchtimes and breaks
* Maintaining a safe environment for learners and others
* Assisting with communication between teachers and students through the deployment of a range of communication strategies, suitable to the students’ needs

**Specific Duties (Deaf/Hearing Impaired Support)**

* To empower the learner by the CSW’s use of a range of appropriate strategies of support, encouraging the development of the individual learner within educational, social, linguistic and cultural contexts.
* To consider the needs of the learner within the context of their peer group, and to provide appropriate communication strategies, from a range of skills, helping to facilitate successful integration of the group.
* To provide access to a range of learning materials using appropriate communication methods to match the needs of the individual learner.
* To respond to all communication requirements that may arise in the learning environment and with Assistive Technologies, and to implement, review and adapt strategies as necessary.
* To enable and empower learners to discuss their own learning requirements with teaching staff and other professionals.
* To provide Deaf Awareness training, advice and guidance for teaching staff and/or peer group and to involve the learners whenever possible. Provide training to frontline staff also.
* To facilitate access to wider college services, e.g. counselling, welfare, study centre, learning resources, etc.
* To work collaboratively in a team, which assesses, delivers and reviews the learner’s

individual support needs, preparing for support sessions as appropriate.

* To enable learners to make independent choices and to learn from their experiences.
* To respect the confidentiality of the learner.

**Specific Duties (Care Leavers)**

* To work with the Transition Coordinator, Local Authorities, schools, and the College Admissions team to identify care leavers who may be joining the College
* To plan and deliver transition support to any new care leavers attending the College
* To build effective relationships with Care Leavers, or those still In Care, to minimise the possibility of them dropping out of College
* To provide tailored support to students, that meets their needs, and to be flexible and responsive
* To work closely with other support staff, both inside and outside of College to reduce the barriers to participation and retention of students
* To maintain records of progress and the effectiveness of interventions, maintaining risk based assessment of each student
* To plan for transitions and anticipate issues that can arise to ensure those transitions are as smooth as possible, working with support staff and teaching staff as appropriate

**Specific Duties (Mental Health)**

* To work with the Transition Coordinator, Local Authorities, schools, and the College Admissions team to identify those students with mental health support needs who may be joining the College
* Support the assessment of risks associated with mental health, working closely with other support services, to ensure rapid interventions where required
* To plan and deliver transition support them in attending the College
* To build effective relationships with students with mental health support needs, to minimise the possibility of them dropping out of College
* To provide tailored support to students, that meets their needs, and to be flexible and responsive
* To work closely with other support staff, both inside and outside of College to reduce the barriers to participation and retention of students
* To maintain records of progress and the effectiveness of interventions, maintaining risk based assessment of each student
* To plan for transitions and anticipate issues that can arise to ensure those transitions are as smooth as possible, working with support staff and teaching staff as appropriate

**Specific Duties (Behaviour Support)**

* To work with the Transition Coordinator, Local Authorities, schools, and the College Admissions team to identify those students with behaviour support needs who may be joining the College
* Support the assessment of risks associated with behaviour support, working closely with other support services, to ensure rapid interventions where required
* To plan and deliver transition support to students to enable attendance at College
* To build effective relationships with students with behaviour support needs, to minimise the possibility of them dropping out of College
* To provide tailored support to students, that meets their needs, and to be flexible and responsive
* To work closely with other support staff, both inside and outside of College to reduce the barriers to participation and retention of students
* To maintain records of progress and the effectiveness of interventions, maintaining risk based assessment of each student
* To plan for transitions and anticipate issues that can arise to ensure those transitions are as smooth as possible, working with support staff and teaching staff as appropriate
1. **OTHER RESPONSIBILITIES**
* Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions
* promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with
* be responsible for own safety and not to endanger that of colleagues/visitors to the workplace.
* reflect critically on own professional practice used and how your own performance can be improved.
* discuss annually at your performance review interview how your performance can be improved and where appropriate agree what actions can be taken for further improvement
* undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College’s sites.

**4 GENERAL**

Your principal place of work will be the College's premises in Bristol or South Gloucestershire. However, you may be required to work on either a temporary or an indefinite basis at any premises, within reasonable daily travelling, which the College currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

This is a non-contractual document. It is possible that from time to time your job description may be reviewed and updated to ensure it is still relevant to the role you perform or to add any proposed changes. If this occurs the appropriate line manager, in consultation with you, will discuss the details before any changes are made. You will then be issued with an updated version of your job description.