

JOB DESCRIPTION



TITLE:	Learning Support Assistant
LINE MANAGER:	SENCO
SALARY SCALE:	Point 7 £19,927pa FTE
HOURS OF WORK:	33.75 hours per week 195 Days per annum (39weeks)
CONTRACT	Permanent and Fixed Term contracts

Role Description:

- Provide classroom support and assist students on a 1:1 basis within lessons
- Provide personal care
- Liaise with the relevant tutors to identify the needs of students and type of support required and to assist in the implementation of such with due regard to data protection and confidentiality
- Produce adapted materials to meet the needs of supported students in conjunction with teaching staff to assist student learning
- Liaise with relevant tutors to ensure that students can access the material they need, such as copies of PowerPoints, text books, notes etc.
- Promote the Inclusive Learning & Foundation Department throughout college to raise awareness of SEN issues among staff and students
- Support students on any external visits organised by subject areas
- Assist tutor/SENCO in implementing independence training programmes for students who have a EHCP
- Assist students with their mobility difficulties as required, including the use of hoists/other moving techniques
- Make home visits or liaise with the nominated contact at home when necessary
- Assist students in organising their work schedule and study materials
- Set up and maintain study groups for supported mainstream students to enable them to practise social competence in addition to completing set work
- Provide extended 1-1 to supported students outside of lessons using appropriate bespoke learning support strategies
- Provide “drop in” support sessions for SEND students who do not access regular support from the team
- Under the direction of the SENCO, oversee an allocated caseload of SEN students, monitoring their progress against EHCP/support outcomes and supporting their review processes, including regular liaison with parents and other relevant professionals as necessary

- Attend meetings regarding student support issues including where appropriate those with outside agencies
- Be willing to undertake additional training including outside of normal contracted hours in order to develop SEN specialist area knowledge and expertise
- Maintain up to date awareness of relevant issues within SEN provision as directed by the SENCO
- Meet regularly with the SENCO to monitor support provision
- Contribute, in conjunction with the team, to the regular reviewing of SEN provision in college, including participation in quality assurance activities
- Support the exams team to ensure that students with Exam Access Arrangements are suitably supported in their exams and internal assessments
- Complete records regarding the support provided to individual students.
- Liaise with the Safeguarding Officer as necessary with regard to the wellbeing of students
- Work additional hours in the evening as and when required
- Perform such duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The following aspects of the Role Description will apply in respect to the changing needs of learners with each new intake

- Offer support where occasionally it may be appropriate to provide to new students a transition programme during the summer holiday break on a voluntary basis
- Assist with the collation of information for students with support needs including participation in the interview and enrolment processes, supporting students on transition visits and liaising with students and parents before and during their time at college
- Undertake taxi and /or bus duties to ensure the safety of students
- Provide lunchtime supervision where necessary to ensure the safety of students
- Undergo appropriate training and provide basic medical/personal care assistance to students as needed

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The college has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

Employee signature..... Date.....

Line Manager Signature..... Date.....

PERSON SPECIFICATION
Learning Support Assistant

Qualifications and awards	Essential	Desirable	Test
Professional qualification in Learning Support		X	A, C
GCSE English Language C grade or above	X		A
GCSE Mathematics at C grade or above	X		
A-Levels		X	A
Professional Knowledge and Experience			
Experience and empathy in supporting students	X		A I
Good IT skills	X		A
Excellent literacy and numeracy skills	X		A
Experience of working in education	X		A
Experience of working independently when need arises	X		A
Experience of target setting		X	A
Relevant or similar experience of learning support role in post 16 educational setting	X		A
Up to date knowledge of SEN issues		X	A
Experience in working with A level / Level 3 students		X	A,I
Experience of supporting students with personal care	X		A,I
Interpersonal Skills/ Intellectual ability			
Commitment to teamwork and flexibility	X		A
Able to communicate effectively with post 16 students and staff	X		A R
Committed to undertaking the support role of a non-teaching assistant	X		A R
Familiar with the necessity for recording support given and able to keep accurate reports	X		A
Reliable & accurate	X		A, R
Belief in the value of post 16 education including having high expectations of students	X		A
Particular Requirements			
Professional integrity and able to maintain confidentiality of student data	X		A, I, R
Commitment to continuous Professional development	X		A, I, R
Ability to work under pressure to meet deadlines	X		A, I, R
Awareness of Health & Safety issues including the Safeguarding of students	X		A R
Able to demonstrate knowledge and understanding when advising students on practical solutions to study problems	X		A I R
Willing to work as directed by the SENCO to the benefit of students	X		A

The Employee Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'Essential' and 'Desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:
Essential The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable The post holder needs to meet the Desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

A	=	Application
I	=	Interview
T	=	Test
C	=	Certificates
R	=	References
DBS	=	Disclosure & Barring Service Check

These letters are used in the 'Assessment Method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.