

We are committed to ensuring all individuals are valued and work in a safe environment, promoting the ethos of Safeguarding and Equality and Diversity in all of our practices. We expect all staff to share this commitment.

Job Title:	Learning Support Assistant
Grade / Salary:	£11.44 - £12.63 per hour
Hours:	15-35 hours per week / Term time only, on claim
Department:	Learning Support
Work Location:	Cheltenham / Gloucester / Cinderford
Responsible To:	Learning Support Coordinators

1. Job purpose

As a Learning Support Assistant you will work with learners across the College who have a range of additional learning needs and disabilities including dyslexia, dyspraxia, dyscalculia, autism or physical impairments. You will enable them to access their curriculum and to achieve and progress whilst at Gloucestershire College.

Working one-to-one or with a small group of learners, you will provide strategies to promote autonomy and independence that support their ambitions, inclusion and employment outcomes.

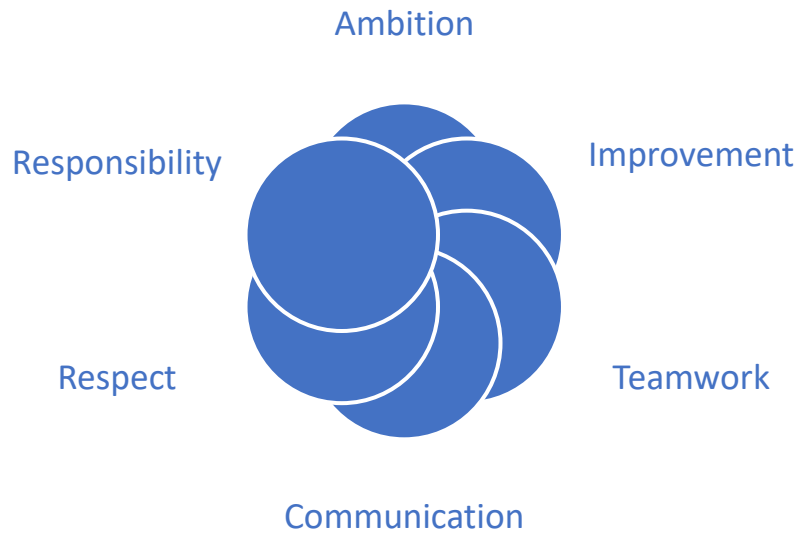
2. Main duties and responsibilities

- To support students under the direction of the Learning Support Coordinators and Head of Learning Support.
- To actively participate in discussions, team meetings and reviews relating to the learners that you are supporting.
- Effective use of ProMonitor and other internal systems to ensure consistent communication relating to learners and their support.
- Carry out specific support tasks in a range of settings (e.g. classroom, workshops, work placements, offsite visits, sport).
- Attend College development opportunities and engage in professional development.
- Ensure that information and recording of information relating to learners is timely, accurate and using agreed systems.
- Adhere to and have regard to the LSA standard and expectations.

- Use transition, application and pre-enrolment information to effectively support learners (including one page profiles, Education, Health and Care Plans and My Plan / My Plan+).
- Actively encourage learners to work towards their individual targets and facilitate learners to make choices and become more independent.
- Liaise with external agencies and parents / carers as required to effectively share information as necessary.
- Explore, develop and use resources, teaching and learning strategies and digital technology within own practice and disseminate best-practice within the team and wider College community.
- Additional optional duties may include carrying out specific tasks relating to intimate personal care or medication (training will be provided), residential trips, minibus driving etc.
- Be aware of, work within and respond to national changes in policy, guidelines, regulations and legislation relating to SEND (Children and Families Act 2014 and the SEND Code of Practice), reasonable adjustments (Equality Act 2010) and exam board requirements (JCQ).
- Support with open events and other marketing activities as requested.
- Support the Head of Learning Support in driving the Additional Learning Support policy, along with the referrals procedure to ensure a consistent and fair approach across all College sites.
- Actively contribute and support the departmental Quality Improvement Plan (QIP), Self-Assessment Report (SAR) and key performance indicators (KPIs).

3. Values

Gloucestershire College has six core values that provide a framework to describe the attitudes, motivations and behaviours all staff are expected to fully commit to and demonstrate. These are highlighted below:



4. General

- Take an active part in the performance review process.
- Comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
- Comply with and actively promote the College's Equality and Diversity Policy.
- Comply with and actively promote the College's Safeguarding Policy and Practices.
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way.
- Participate in enrolment.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post.

Person specification

Job title: Learning Support Assistant – Variable Hours Contract

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	Working with 16+ age range Working with individuals with additional learning needs or disabilities	Using assistive technology to support individuals with communicating, accessibility and independence
QUALIFICATIONS & TRAINING	Educated to A Level standard or equivalent Minimum of Maths and English GCSE grade C / Level 2 Safeguarding training or willingness to work towards	Manual Handling and Lifting Medication Handling Food Hygiene British Sign Language or Makaton Awareness of Total Communication CACDP Note Takers Certificate
ABILITIES	A flexible approach to working Innovative and solution focused Adaptable approach to teaching and learning Empathic and responsive to learning needs Able to motivate, engage and enthuse learners in innovative ways Responsive to staff and student needs Good ICT skills and flexibility to work with bespoke College systems Excellent written and oral communication Resourceful and creative	
DISPOSITION/ ATTITUDE/ MOTIVATION	Ambitious in wanting the very best outcome for GC learners. Committed to continuously improving for the benefit of our learners.	

	<p>Actively invites feedback from peers and customers to identify opportunities to improve.</p> <p>Receptive to new ideas and learns from failures as well as successes.</p> <p>Approaches difficulties with a positive attitude.</p> <p>Openly communicates and resolves issues through helping not blaming others.</p> <p>Treats others with respect and civility, building trust to bring out the best in people.</p> <p>Takes responsibility for playing a part in achieving GC's vision.</p> <p>Takes responsibility for their own actions and work; committing to doing their best every time.</p> <p>Committed to delivering the highest possible standards of customer service and undertaking the role to the highest possible standard.</p> <p>Committed to safeguarding young people and vulnerable adults.</p>	
<p>JOB CIRCUMSTANCES</p>	<p>Ability to travel between all college sites as required – to include valid driving licence and use of a car</p> <p>Enhanced DBS check</p> <p>Occasional evening and weekend working</p> <p>Ability to work flexible working hours</p> <p>To attend residentials and trips relating to the curriculum and course of study</p> <p>To support learners with work-related and volunteering activities</p>	<p>Willingness to undertake intimate personal care</p>

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the performance review process, and will be varied in the light of the business needs of the College.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.

Where an employee or candidate indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

