

## **ROLE DESCRIPTION**

**ROLE TITLE:** Learning Support Assistant

**REPORTING TO:** Learning Support Manager

**LOCATION:** Franklin College, Grimsby

**APPOINTMENT TYPE:** Permanent, term time only (190 days) + 5 training days.

**DATE:** March 2017

## **ROLE PURPOSE:**

To play an active role in assisting teaching staff and thus support the learning of all students, primarily those with additional educational and support needs. Staff may be allocated to provide specific services in different programme areas and across programme areas.

## **DIMENSIONS:**

**Direct reports:** None

**Budget responsibility:** n/a

## **MAIN DUTIES AND RESPONSIBILITIES**

1. Proactively support teaching and learning, both in and out of the classroom, including:
  - a. supporting learning with identified students
  - b. supporting learning generally under the supervision of the teacher
  - c. engaging with teaching staff to identify most appropriate use of support and assist with planning, if appropriate
  - d. ensuring that time in class sessions is fully utilised to actively support learning of all students

2. Support teaching staff to support students by sharing relevant information regarding students' support needs and methods of supporting specific students' needs, taking active measures to make sure that all needs are identified and supported.
3. Assist in identification of support needs, including in the administration of relevant assessments used to identify support needs.
4. Delivery of support plans with individuals or groups of students, in and out of lessons.
5. Supervise individuals or groups of students if appropriate (under the guidance of Course/Personal Tutors and the Senior Student Support Assistant/Manager of Learning Support).
6. Maintain safe working practices, including the oversight of students in the use of materials and equipment, under the general direction of the course/personal tutors.
7. Maintain teaching materials and equipment in a useable condition.
8. Treat minor ailments and injuries.
9. Engage in the support and welfare of students with additional educational needs.
10. Supervise individuals or groups of students from time to time under the supervision and/or guidance of a course/personal tutor.
11. Assist with educational activities in and out of College under the general supervision and/or guidance of a course/personal tutor.
12. Prepare and care for teaching materials and equipment. Store and retrieve this equipment as required.
13. Assist in making and maintaining learning support materials.
14. Assist with arrangements for extra-mural activities, eg transport arrangements, collection of monies.
15. Undertake clerical duties, eg maintenance of simple records, delivering messages, reproducing worksheets, notes etc.
16. Assist students with personal hygiene, feeding, dressing or mobility and other physical activity as and when necessary.
17. Assist in giving prescribed medicines under direction.
18. Formulate simple reports to support the Manager of Learning Support.
19. Assist with stock-taking and requisitions.
20. Perform such other duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
21. On occasions, assist in the general duties of other departments within the organisation.

- 22 To follow best practice and College policy in all areas of work including health and safety.
- 23 The post holder will contribute to safeguarding at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm
- 24 Work to promote and contribute to the College's Equality and Diversity Policy.
- 25 Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College, and to ensure the continuing development of systems and service.
- 26 Such other tasks directed by the Principal as may be necessary commensurate with the nature and level of responsibility of the post.

## PERSON SPECIFICATION

| <b>Selection Criteria: A= Application Form I = Interview T = Test/Personality Profile<br/>P = Practical exercise</b><br>*The selection criterion is for guidance only and alternative methods may be used to assist the selection process   |  |  | <b>Essential or Desirable</b> | <b>Method of Candidate Assessment *</b><br><b>A, I, T or P</b> |
|---|--|--|-------------------------------|--|
| <b>Experience</b>   |  |  |                               |  |
| 1. Work with students with additional needs in an education setting.  |  |  | E                             | A,I  |
| 2. Understanding of needs of students in post-sixteen educational organisations.  |  |  | E                             | A,I  |
| <b>Educational/Vocational Qualifications</b>  |  |  |                               |  |
| 1. ICT skills to level 2 or above   |  |  | E                             | A  |
| 2. Relevant level 3 qualification   |  |  | E                             | A  |
| 3. Hold a first aid qualification or be willing to undertake  |  |  | D                             | A  |
| <b>Skills, Knowledge &amp; Level of Competency</b>  |  |  |                               |  |
| 1. Adaptable to work with a wide range of staff and learning settings in college and offsite.   |  |  | E                             | A,I  |
| 2. Knowledge of support agencies that work with students, young people and vulnerable adults.   |  |  | D                             | A,I  |
| 3. Knowledge of tools and methods used to assess students' support needs  |  |  | D                             | A,I  |
| <b>Personal Qualities and Social Skills</b>   |  |  |                               |  |
| 1. Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing. A very high standard of literacy skills combined with the ability to produce clear and concise documents and reports for both internal and external users. |  |  | E                             | A,I  |
| 2. Interpersonal skills - the ability to build and maintain effective professional relationships with internal customers and external contacts  |  |  | E                             | A,I  |

|   |   |     |
|---|---|-----|
| 3. Close attention to detail combined with the ability to work accurately even when under pressure.   | E | A,I |
| 4. A commitment to student success.   | E | I   |
| 5. A commitment to equal opportunities and diversity management.  | E | I   |
| 6. Ability to influence others.   | D | I   |
| 7. A responsive and flexible attitude to changing needs and demands.  | E | I   |
| 8. Self motivated with a high level of personal initiative.   | E | I   |
| 9. Committed to excellence, continuous improvement, customer focus, team working and self / staff development. Flexible and approachable, enthusiastic and self motivated.  | E | I   |
| 10. Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. | E | A,I |
| <b>Constraints</b>  |   |     |
| 1. Flexibility of working required, including evenings and (occasionally) at week-ends.   |   |     |

GRADE OF POST: SFC Support Staff Pay Spine points 13 to 17, currently £14,778 to £16,532 per annum (pro rata £12,583 to £14,076 for term-time only).

HOURS OF WORK: Term time only + 5 training days = 195 days per annum.