

Learning Support Assistant Apprentice

Job Description

To provide support for pupils at The Skills Hub and participate in Orchard Hill College's Apprenticeship training programme for fixed Term 15-18 months.

To assist with the provision of all educational activities by:-

- a) facilitating the regular attendance of students, providing each student with the support needed to carry out learning
- b) ensuring that agreed individual programmes of learning for students are implemented
- c) working in harmony with all staff to ensure a positive atmosphere within the College is maintained for the benefit of students
- d) ensuring that students' well-being is always maintained

Reporting Relationships

The Learning Support Assistant Apprentice will report to their direct manager.

Functional Links

The Learning Support Assistant Apprentice will be expected to work under the guidance of the assigned Teacher(s).

The Learning Support Assistant Apprentice will liaise with parents, carers, other professionals and volunteers as required.

Duties and Responsibilities

1. To support all pupils attending the school, including some who may communicate through challenging behaviour
2. To support pupils in gaining self-confidence and independence through encouragement and reassurance and through the use of teaching and learning strategies as directed.
3. To support students in accessing a range of home, community, work related and basic skills learning programmes, under the direction of the teacher.
4. To create and develop learning resources as directed by the teacher.
5. To support pupils to access health and well-being programmes as directed by the nurse and/or the lecturer.

6. To support therapy objectives and activities, which support learning, as directed by the therapist and/or lecturer.
7. To demonstrate a commitment to the safeguarding of children and vulnerable adults.
8. To assist in liaising with direct care staff, therapy staff and other agencies under supervision as required.
9. To work with students on a one-to-one basis in the community and/or workplace and/or home.
10. To participate, with teaching staff, in the planning, recording and evaluation of learning programmes for individual students.
11. To assist in the preparation and adaptation of teaching materials, worksheets etc. as necessary.
12. To assist in carrying out individual learning programmes including literacy and numeracy, keyboard skills, life skills, and to ensure that the student's individual programme is carried out in all settings (e.g., working in small groups).
13. To assist with instruction in the use of specialist equipment (e.g., computer) and, where appropriate, the correct and safe use of tools and equipment.
14. To support students with the use of ICT and educational aids, e.g., computers, iPads and other technology equipment, video, communication devices, under supervision as required.
15. To participate in staff development activities and contribute to multi-disciplinary discussion of the student's needs/progress.
16. To assist in the recording of student progress, evaluation and monitoring, under guidance from colleagues, using ICT as necessary.
17. To actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
18. To promote and implement all agreed policy statements, e.g., Safeguarding of Children and Vulnerable Adults, Health & Safety, Equality and Diversity etc.

Other Information

This post involves working with students who may exhibit challenging behaviours.

The postholder must be prepared to follow the Orchard Hill College's LSA apprenticeship programme and work with the range of special educational needs.

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.

Learning Support Assistant Apprentice

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out based on how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. Priority 1 criteria are essential on appointment. Priority 2 criteria may be acquired after appointment. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualifications/Experience		Essential	Desirable
1.	Experience of working within a team	√	
2.	Experience of working, caring or voluntary work with people who have disabilities	√	
3.	Experience of working in an education environment		√
4.	Working towards Level 2 in English, maths and ICT	√	
Ability, Skills and Knowledge		Essential	Desirable
5.	Able to demonstrate a commitment to the safeguarding of children and vulnerable adults	√	
6.	Able to maintain accurate legible and up to date records of individual student achievements, using a variety of formats including ICT	√	
7.	Able to contribute to the planning and implementation of sessions by providing feedback on previous sessions, initiating own suggestions, creating resources, interpreting and putting into practice session plans, guidelines and procedures	√	
8.	Able to communicate effectively with students and staff both verbally and in writing	√	
9.	Able to take responsibility for individual and small groups of students, who may communicate using challenging behaviour	√	
10.	Promote equality of opportunity and diversity in all aspects of the job and challenge inequality and discrimination and/or report concerns as appropriate in accordance with OHC&AT policies and relevant legislation		√
11.	Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	√	