



Job Description	Learning Support Assistant (Casual)
<p><u>Role Specific</u></p> <ol style="list-style-type: none"> 1. To provide high quality additional support in the classroom on a 1:1, or small group basis, implementing agreed inclusion strategies and liaising regularly with curriculum colleagues to ensure a consistent approach to support 2. To provide high quality in class support for individual learners or small groups as agreed by the Learning Support Team Leader or Manager 3. Speak to the tutor at the start of the session to agree what the planned outcomes are, and feedback at the end of the session as to whether or not the outcomes were met 4. Maintain an up to date, authentic record of support delivered, and the impact of the support for the learner, and maintain any required communication documentation, as required 5. Understand student learning targets and, where appropriate, EHCP targets to use a range of different approaches to meet those needs, and offer encouragement to increase learner self-confidence and motivation 6. Communicate clearly and effectively with students and use questioning techniques to check understanding, and provide encouragement to increase self-confidence and motivation to support learner independence 7. Help learners understand the importance of technology, and support learners in the use of any Assistive Technology to develop independent learning and study strategies 8. Discuss, and agree strategies for the gradual withdrawal of support with the tutor, Learning Support Team Leader and the learner when outcomes have been met 9. Work flexibly across all College sites and places of delivery, as required 10. Comply with all quality improvement measures as required by the College and attend mandatory team meetings and briefing events to ensure up to date knowledge and compliance with current legal requirements at all times 	
<p><u>College Responsibilities</u></p> <ol style="list-style-type: none"> 1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively. 2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation. 3. Value diversity and promote equality. 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies. 5. Contribute to cross-college events. 6. Adhere to College policies and procedures including health and safety. 7. Ensure good communication at all levels. 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults. 9. Any other duties that the Principal considers appropriate. 	





Person Specification	Learning Support Assistant (Casual)
	Essential / Desirable
Qualifications and Attainments	
Level 3 Certificate in Learning Support (generalist or specialist) or equivalent such as Level 3 Preparing to Support Learning (7321) or equivalent Non-Teaching Assistant (NTA) qualifications	Essential
English and Maths qualifications at a minimum of level 2	Essential
Full driving licence and own vehicle and insurance for business use.	Essential
Training, Experience and Knowledge	
Experience of working with young people and adults with a wide range of additional needs including, but not limited to, autism, dyslexia, mobility and sensory impairment, mental ill health and learning disability.	Essential
Familiarity with supporting learners using assistive learning technology	Desirable
Experience of supporting learners in an educational setting, working to support plans and evaluating the impact of the support delivered	Desirable
Personal Skills and Attitudes	
Knowledge and understanding of a range of additional needs and their impact upon the individual's capacity to learn	Essential
Ability to adapt learning materials and implement support strategies to meet the additional needs of an individual learner	Essential
Possess excellent communication skills both written and verbal	Essential
Possess good ICT skills	Essential
Be a team player, be flexible and adaptable with excellent inter-personal skills	Essential
Ability to work effectively to meet deadlines	Essential
Demonstrate a commitment to equality and diversity as well as health & safety	Essential
Flexible approach to working times in line with the College	Essential

