

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Learning Support Assistant
Responsible To:	Learning Support Co-ordinator
Department:	HubXtra
Salary Grade:	Grade C

JOB ROLE

This role involves supporting learners within classes, with a particular emphasis on Literacy, Language, and Numeracy development. The postholder will provide targeted assistance to students with an Education, Health and Care Plan (EHCP), ensuring they can access learning opportunities aligned with their individual goals. Responsibilities include acting as the central point of contact for learners regarding their educational needs, delivering one-to-one and small group support sessions, and providing note-taking services as required to aid learning and retention.

KEY DUTIES

No	Description of Duties
1	<p>To support the developing of core skills of learners in the classroom this will include:</p> <ul style="list-style-type: none"> • Supporting learners in the Maths and English lessons and their vocational programme classroom, either 1:1 or small groups and the HubeXtra workshop on a 1:1 drop in basis • Encouraging learners to participate in learning activities • Adapting learner materials where necessary • Ensuring communication and access to learning materials takes place. • Ensuring efficient communication and feedback takes place • Promoting learning through specialist and assistive technology • Promoting the areas aim to increase retention and success by removing barriers to learning • Promoting learner independence • Managing behaviour that challenges • Provide support for Special Exam Arrangements
2	Attend support and vocational team meetings as appropriate to provide feedback on student progress and assist vocational tutors to differentiate learning and implement behavioural support plans
3	Work closely with directorate learning support co-ordinators, lecturers in class, and/or HubeXtra workshop to ensure learners are receiving the correct support

4	Assist with and support the delivery of personal care to learners who may have this need with respect and dignity.
5	Keep relevant documentation as required, ensuring student progress is tracked and recorded and that all information is relayed back to the directorate learning support co-ordinators and relevant vocational tutors as required.
6	Maintain a high level of awareness of individual needs of learners, including multi-cultural, social and behavioural needs, and preferred learning style
7	Assist with screening and diagnostic assessment of individuals.
8	Undertake training essential for the role of Learner Support Assistants.
9	Use information Learning Technology (ILT) in the development of supported learning materials and use multimedia-learning resources in support of the learning experience.
10	Have agreed in class support caseload
11	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual.
12	Carry out general duties in accordance with general policy framework of the college.
13	Ensure effective communication takes place with management, staff, students, customers and clients
14	Ensure a high level of confidentiality at all times

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Learning Support Assistant – HubXtra

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	GCSE in English and Maths to grade C or above, or a recognised equivalent qualification (FS L2), and current skill levels at L2 in Literacy, Language and Numeracy	X	
1.2	Hold a minimum of a Level 3 qualification	X	
1.3	Hold a teaching qualification preferably PTLLS or equivalent		X
1.4	Hold relevant degree		X
2. Experience			
2.1	Demonstrate experience in successfully supporting learners, staff or clients	X	
2.2	Demonstrate understanding of the wide range of needs students have in an FE setting that affects the achievement of goals	X	
2.3	Successful experience of literacy/numeracy support in the classroom (including embedding and contextualisation)	X	
2.4	Demonstrate clear understanding of assessment and their link to support programmes	X	
2.5	Demonstrate experience of preparing and evaluating learning materials		X
2.6	Experience in delivering exceptional personal care to learners, individually or as part of a team	X	
3. Skills/Abilities			
3.1	Be able to work as part of a team and with individuals	X	
3.2	Be able to present information to learners using ILT	X	
3.3	Good organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire and motivate students	X	

4. Qualities		
4.1	Willingness to be flexible	X
4.2	Genuine understanding of a commitment to Equal Opportunities in practice	X
4.3	Prepared to actively participate in new developments	X