**JOB DESCRIPTION**

**POST : LEARNING ASSISTANT**

**DEPARTMENT/FACULTY : LEARNER SUPPORT**

**RESPONSIBLE TO : LEARNER SUPPORT MANAGER**

**POST OBJECTIVE:**

1. To support the teaching and learning of students with a range of learning difficulties, disabilities and including physical, cognitive, sensory, emotional, behavioural and mental health issues
2. To ensure students are supported to participate fully in their vocational programmes.
3. To adapt resources, as appropriate.

**MAIN DUTIES AND RESPONIBILITIES:**

1. To implement specialist support for individuals as per their Support Plan.
2. To enable students to overcome barriers to learning by employing appropriate teaching and learning strategies.
3. To monitor the effectiveness of specialist support and feedback to the Learner Support Manager.
4. To assist with the physical and emotional needs of students and to manage changing behaviour of students, with vocational tutors.
5. To enable students to achieve their personal targets as stated in their ILP.
6. To encourage independence whenever possible, e.g. giving choices, prompting, etc.
7. To monitor and record support logs for individual students on ProMonitor.
8. To facilitate communication and support literacy and numeracy skills, whenever they arise.
9. To work closely with professionals, colleagues, families and carers where appropriate, to ensure holistic support is offered to students.
10. To supervise students to and from transport and at break and lunch times.
11. To act as an advocate for the student in appropriate, College related matters.
12. To complete records and reports monitoring the effectiveness of learning support and provide auditable evidence for the ALS claim.
13. To participate in staff meetings.

**ADDITIONAL TASKS:**

1. To comply with the College’s Professional and Academic Standards at all times.
2. To undertake essential and role-related activities/CPD.
3. To ensure full compliance with all related College policies and procedures.
4. To work within College policies on Health & Safety and Equal Opportunities.
5. To comply with the College’s Safeguarding and whistleblowing policies and procedures.
6. To undertake any other duties required by the line manager.
7. To comply with the College’s Performance Management Framework, ensuring that all direct reports have agreed targets and objectives in place which are regularly monitored, enabling direct report to meet ambitious College targets.

**SPECIAL CONDITIONS:**

1. Must be prepared to work at any of the College centres and travel between centres when necessary.
2. Prepared to work up to two evenings per week and possibly some time at weekends if required.

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time.

**This post is not exempt from the Rehabilitation of Offenders Act 1974**

**PERSON SPECIFICATION**

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| **Ref:** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Practical** | 1. Smart appearance and professional manner 2. Excellent communication skills 3. Excellent time management skills 4. A flexible approach to work |  | Job and Medical History from application form and references. Performance in interview process. |
| **Qualifications** | * Educated to Level 3 or above in Teaching Assisting or equivalent qualification, or be willing to achieve this within 12 months’ of appointment * Evidence of Knowledge/Skills updating * Level 2 IT qualification, or be willing to achieve this within 12 months’ from appointment * GCSE English & Maths (A\*-C) | * Manual Handling | Formal possession of an appropriate qualification to be verified at interview or from records.  Original certificates shown to HR and copies taken.  Interview. |
| **Experience** | 1. First speaking language - Polish 2. Experience of working in a support role in an educational environment, providing support for students 3. Experience in other relevant teaching and learning environments |  | Past employment activity record and application form.  Performance on related selection methods, e.g. presentation, group discussion. Interview. |
| **Training** | 1. Evidence of Continuous Professional Development 2. Willing to undertake training where appropriate | 1. Current driving licence | Past training history from application form and records.  Selection process by demonstration of ability to display knowledge and skills at the interview. Certificates. |
| **Special Knowledge** | 1. Knowledge of the range of learning difficulties and/or disabilities and strategies to enable participation in learning activities | 1. Awareness of the Pre-Entry Curriculum Framework and Skills for Life | Qualification held and original certificate shown to HR.  Demonstration of ability to display knowledge and skills at the interview. |

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|  | * Appropriate evidence of updating knowledge * Commitment to continuous improvement in quality provision and delivery * Up to date knowledge of the College’s Safeguarding and Whistleblowing policies and procedures, to protect children, young people and vulnerable adults | * An understanding of the College’s commitment to delivering quality provision |  |
| **Circumstances** | 1. Flexible in approach 2. Ability to contribute effectively to team operations and work as part of a close-knit team 3. Ability to take a broad perspective and respond to a wide variety of needs 4. Must treat students as individuals, appropriate to their age and with respect 5. Ability to be sensitive to matters relating to discrimination in terms of race, gender, age, disability and sexual orientation, with particular reference to delivery of the curriculum and provision of learning support 6. Suitable to work with young people and vulnerable adults in accordance with the Safeguarding guidelines |  | Ensuring candidates are aware of these requirements from the job description. Applications form details and interview. Recruitment checks.  References. |
| **Disposition** | * Self-motivated * Approachable * Team player * Calm, controlled responses to unpredictable behaviour |  | Interview, recruitment checks and references including current employer and relevant to post. |
| **Practical and Intellectual skills** | * Ability to demonstrate competence in oral and written English * Evidence of skills needed in working with students with learning difficulties and/or disabilities or with other support needs * Ability to be clear and concise when working with students * Ability to use ICT programmes efficiently * Good time management skills and ability to work under pressure and respond to individual needs as they arise * Must have excellent organisational skills |  | Performance in related selection process e.g. exercises, group discussion, problem solving, questions etc. |
| **Legal Requirements** | 1. DBS Clearance on appointment |  | Application form and interview questioning and references. |