

JOB TITLE: Learning Assistant

ROLE OVERVIEW

Job Title: Learning Assistant

Grade: EC3/4

Contact Hours: Up to 30 hours per week, 38 weeks per year

Contract: Permanent

Faculty: Learning Support

Responsible to: Support Lead and Head of Faculty

KEY ROLE OBJECTIVES

To support and work with student(s) on multiple sites with specific learning difficulties, medical or emotional conditions or disabilities to access their teaching and learning opportunities within the learning environment; to provide individual/group support for learners experiencing a range of difficulties; occasionally, by agreement, to provide physical support/personal care.

MAIN RESPONSIBILITIES

- To support the student(s) access and to achieve their learning goals.
- To facilitate their integration into mainstream learning and enrichment activities.
- To provide assistance and support or meet possible care needs at

break and mealtimes where necessary.

- To provide learning assistance on a 1:1 or small group basis when needed
- To assist in the monitoring and review of the student's progress.
- To liaise with teaching and specialist staff to enable the student(s) to maximise their potential.
- To work closely with and assist the teaching staff in the classroom/learning environment to enable the student to achieve whilst at the same time, maximising their independence.
- To work in the varied learning settings to ensure that all policies and procedures are complied with special reference to health and safety.
- To accompany the student(s) on residential, day trips, or work experience as required.
- To continue to provide learning assistance and invigilation where necessary in times of assessment of formal examinations.
- To be available to assist other students in the classroom or College if required.
- To be willing to undertake any appropriate training to meet specific needs. such as the operation of specialist equipment, personal care, lifting, administration of medication, first aid, or qualification appropriate to role etc.
- To complete administrative tasks to support the learner's needs e.g., liaison and monitoring of work placements, updating student logs, using CPOMS to report or refer any safeguarding concerns, emails and general record keeping.

- Conduct supportive conversations on mental health and wellbeing in class.
- Providing opportunities for students to talk to staff out of class at designated timetabled locations, reporting concerns to college services.
- Contact students' next of kin as directed by teaching staff and log all communications accurately and professionally.
- Discuss strategies to support SEND students with appropriate staff.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
2. Commitment to Equal Opportunities.

ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

This job description is current at the below date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: March 2025

Person Specification

JOB TITLE: Learning Assistant

Assessment Criteria

(A) = Assessed at application. (I) = Assessed at interview. (A/I) = Assessed at application and interview

Experience, Skills, and Abilities

Essential Criteria:

- Excellent literacy skills, including GCSE English and Maths at grade 4/C (A)
- Excellent communication and interpersonal skills (A/I)
- Logical approach to administrative skills (I)
- Effective time management to deliver all aspects of the role (A/I)
- Sensitive to learner needs. Patient and enthusiastic (A/I)
- Ability to work on own initiative or as part of a team (A/I)
- Willingness to undertake further training if required (I)
- Ability to support a variety of learners with various needs on a variety of courses (A/I)
- Confident using Information Technology (A/I)

Desirable Criteria

- Teaching qualification/ learning support qualification or qualification in special needs (A)
- NVQ2 Care or other relevant qualification in Care (A)
- Experience of working with, or supporting, young people, or adults with specific learning difficulties, physical/sensory disabilities (A/I)
- Good educational background and able to support up to level 3 in a range of subjects (A/I)
- The ability to take clear, concise, and accessible notes (I)
- Experience of using Assistive Technology (I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality (I)

Reviewed: March 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.