

JOB DESCRIPTION

POST TITLE:	Learner Support Assistant
GRADE:	£22,095.22 pro rata per annum
RESPONSIBLE TO:	SEND Advisor
RESPONSIBLE FOR:	The delivery of highly effective learning support supporting the College's vision to become and sustain outstanding.
DIRECTORATE:	Student Experience and Wellbeing
WORK ARRANGEMENTS:	21 or 34 hours per week/36 weeks per year

PURPOSE OF THE POST

The post holder will:

1. Provide high quality learning support to ensure students' requirements for support are met effectively within all aspects of their learning provision.
2. Demonstrate high levels of ambition for students' success exhibited in practice and target setting.
3. Liaise with staff across the College to inform students' support programmes and ensure provision is of the highest standard.
4. Contribute to continual quality improvement through effective communication with Curriculum Teams, sharing of good practice and professional updating.
5. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Support students with learning difficulties in the classroom, in workshops and in small discrete groups.
3. Assist students with learning difficulties to manage their behaviour, time and work.
4. Assist in the undertaking of learning support assessments and learning support plans including agreement of learning support targets with students and teaching teams.
5. Work with L.E.A.P. Mentors and Curriculum Teams to communicate information regarding students 'at risk' and to provide appropriate intervention and support.

6. Assist students in the use of educational aids and personal equipment provided by the College or outside bodies.
7. Provide scribe and amanuensis support where required.
8. Provide support during examinations where necessary.
9. Assist in the social integration of students including at break and lunch.
10. Liaise with teaching staff in order to ascertain strategies to be employed during learning sessions.
11. Assist with the monitoring of students' progress.
12. Liaise with colleagues to enable exchange of information and progression of students into the College.
13. Maintain accurate records of contact and update ILPs, targets and reviews.
14. Where required, assist learners with toileting and intimate/personal care.
15. Where required, provide physical support for learners with mobility difficulties and other physical disabilities.
16. Where required, assist students with learning difficulties and/or disabilities to meet their transport arrangements e.g. to and from taxis and buses.
17. Where required, assist students with personal evacuation plans from the College in case of an emergency or practise drill.
18. Ensure students work safely under Health and Safety regulations for various workshop situations.
19. Provide assistance on College trips and work experience where appropriate.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.

8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	Learner Support Assistant	Department:	Student Experience and Wellbeing
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Level 2 or above in Learning Support	D	A
Level 2 in English and Maths	E	A
Experience:		
Working in a support environment	E	A / I
Providing support in an educational environment	E	A / I
Experience of setting support targets with students	E	A / I
Skills/Knowledge:		
Excellent communication skills	E	A / I
Good standard of written communication	E	A / I
Excellent interpersonal skills	E	A / I
Good knowledge of student support methods	E	A / I
ICT literate	E	A / I
Good organisational skills	D	A / I
Good knowledge of behaviour management	D	A / I
Qualities:		
Flexibility in terms of hours of work	E	I
Ability to keep matters confidential	E	I
Flexibility to work at different college sites	E	I
Reliable	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential D = Desirable A = Application I = Interview T = Test

Produced by:	Nicola Beldham	Date Produced:	July 2024
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