

JOB DESCRIPTION

Job title: Learning Support Assistant

Reports to: Programme Manager – Learning Support
Assistant Programme Manager – Learning Support

Hours of work: 36 hours per week, term time only (0.863 full time equivalent)

Salary: Support Scale 5 - £27,872 - £29,568 per annum
Actual salary £24,053 - £25,517 based on term time only working hours

Main responsibilities

- Assist in the support and inclusion of students with Special Educational Needs and Disabilities (SEND), learning differences, additional support needs and medical conditions within the College.
- Support individual students who attend mainstream courses at entry level 1 to level 3.
- Provide in-class support to students with SEND in a variety of ways, such as:
 - Physical assistance with materials and equipment
 - Clarifying and explaining instructions
 - Reading from course material
 - Helping students to focus, understand and complete work
 - Note taking
 - Acting as a scribe
- Support students to feel comfortable and confident in their own abilities.
- Provide a high standard of support to students studying GCSE and Functional Skills English and Maths.
- Liaise between the support team and individual class teachers and contribute to support team meetings, student reviews and annual reviews.
- Assist classroom teachers in managing the classroom environment to enable students to fully access their study programme.
- Provide support and personal care to disabled students.
- Participate in programme area meetings.
- Facilitate examinations for students who have been awarded access arrangements.
- Maintain accurate student information records.
- Undertake administrative work as required.

General responsibilities:

- Contribute to the college's operational aims and objectives as outlined in the Strategic Plan
- Actively promote compassionate education
- Support the aims and ethos of the college as articulated in the Mission Statement, Compassionate Education Framework and other relevant documents
- Contribute to the college's commitment to inclusion and equality and, specifically, its ambition to be an anti-racist organisation
- Adhere to and promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff
- Maintain an up to date understanding of Safeguarding Children and undertake training as required
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Comply with health and safety regulations associated with the post and employment at the College.
- Undertake any staff development (INSET/CPD) relevant to the needs of the post.
- Contribute to the college's quality improvement framework through participation in appraisal and performance review.
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

Other Information

Contract/Hours: This post is permanent with full time working hours each week. The role is term time only, the post holder will only be required to work during term time and not during college holiday periods.

Person Specification – Learning Support Assistant

Application form (A), Task (T) or Interview (I)

Criteria for Selection	Essential/ Desirable	Method of assessment*
Qualifications and Training		
GCSE English and Maths grade A-C, or equivalent or able to demonstrate this level of literacy and numeracy	E	A
A Level or equivalent	E	A
Degree or equivalent	D	A
Experience		
Supporting young people with SEND, learning differences, additional support needs and medical conditions	E	A
Working in an educational setting with 16-19 year olds	D	A
Attending to students' personal care needs	D	I
Skills and abilities		
Ability to work with students from entry level 1 to level 3	E	A/T
Ability to provide high quality support to students studying GCSE and Functional Skills English and Maths	E	A/T
Willingness to provide personal care and support to students with disabilities	E	A/I
Ability to maintain confidentiality and handle sensitive data appropriately	E	A/I
Excellent communication skills both oral and written	E	A/I
Effective IT skills	E	A
Ability to organise and prioritise own workload	E	A/I
Ability to exercise initiative	E	I/T
Ability to work in a supportive and patient manner with students	E	T
Ability to develop good working relationships with students and colleagues	E	A/T
Ability to demonstrate a flexible approach to work and changing priorities	E	A/I
Knowledge and understanding		
Understanding of and commitment to inclusive education	E	A/I
Understanding of working with young people with SEND, learning differences, additional support needs and students with difficulties in self-regulating behaviour	E	A/T
Values and Personal qualities		
Commitment to, and advocate for, the vision, mission and strategic priorities of LSC	E	A/T
Commitment to and compliance with LSC's safeguarding and health and safety principles	E	A/T
Commitment to respect and value equality and diversity, and an understanding of how this applies to own area of work	E	A/I
Commitment to own continuing personal and professional development	E	A/I