

<b>Job Description</b>	
<b>Job Title</b>	<b>Learning Support Assistant</b>
<b>Main Purpose</b>	To provide a high quality pro-active learning support service that contributes to an outstanding learner experience for all learners who have additional learning support needs – enabling them to become as independent as possible and to achieve their learning aims.
<b>Line Manager</b>	Curriculum Leader – Student Services
<b>Date Job Description Agreed</b>	3 <sup>rd</sup> September 2021

<b>MAIN DUTIES</b>
<p><b>To be responsible for:</b></p> <ul style="list-style-type: none"> <li>a) providing high quality in-class or small-group support to learners identified with additional learning support needs – under the guidance of the class lecturer and, where appropriate, the advice of a Learning Support Coordinator;</li> <li>b) contributing effectively to the planning and preparation of lessons – adapting teaching and learning materials and utilising ILT packages, where appropriate;</li> <li>c) recording, monitoring and tracking the progress of individual learners receiving additional learning support;</li> <li>d) contributing to the College’s assessment process, assisting curriculum staff to gather support data and maintaining up to date records that are accurate and accessible;</li> <li>e) contributing to the diagnostic assessment process, as required;</li> <li>f) developing and evaluating the learner support profiles of those with learning needs – ensuring that additional learning support is appropriate and sufficient (but not excessive);</li> <li>g) promoting and supporting the inclusion and integration of all learners in the learning activities in which they are involved;</li> <li>h) enabling the learner voice to be heard in the development of learning support;</li> <li>i) escorting learners and assisting them with their mobility needs (including lifting, where required) – both within the College and on visits;</li> <li>j) supervising the arrival of learners at, and their departure from, College - and assisting with their supervision in classrooms and workshops;</li> <li>k) supporting learners through the learning process – helping them with practical activities, writing, and other communication work;</li> <li>l) providing support for learners during break or lunch periods;</li> <li>m) helping learners with their personal care needs, including toileting;</li> <li>n) using those I.T packages and systems available for the rapid and efficient completion of job tasks;</li> <li>o) safeguarding and promoting the welfare of children, young people and vulnerable adults;</li> <li>p) ensuring that safe working practices are adopted in compliance with relevant health and safety regulations;</li> <li>q) demonstrating commitment to the principles of equality of opportunity and treatment, and complying with the requirements of relevant equal opportunities legislation;</li> <li>r) assisting in carrying out quality assurance procedures;</li> <li>s) attending and contributing to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;</li> <li>t) participating in performance management procedures and undertaking staff training;</li> <li>u) undertaking such other duties commensurate with the grade of the post as may reasonably be required.</li> </ul>

## Person Specification

<b>Job Title</b>	<b>Learning Support Assistant</b>
<b>Main Purpose</b>	To provide a high quality pro-active learning support service that contributes to an outstanding learner experience for all learners who have additional learning support needs – enabling them to become as independent as possible and to achieve their learning aims.

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSEs at grade C (4) or above in English and in Mathematics</li> <li>CACHE Certificate for Teaching Assistants Level 2 or above</li> <li>a current First Aid qualification</li> <li>two or more relevant CGLI qualifications (e.g. Literacy, Numeracy, Learner Support)</li> </ul>	<ul style="list-style-type: none"> <li>a teaching qualification</li> <li>CGLI 9281/9295 in Basic Skills or equivalent</li> <li>certificate in safe lifting and moving</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>of at least one year's work in a care or educational environment</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>to work effectively as a team member</li> <li>to communicate well</li> <li>to relate well to learners with learning difficulties and disabilities</li> <li>to remain calm in difficult situations</li> <li>to provide clear instructional advice and effective learning support both to individuals and to groups</li> <li>to deal with sensitive information in a confidential manner</li> <li>to record, monitor and evaluate learning performance and progress</li> <li>to adapt teaching/learning materials</li> <li>to maintain accurate, up-to-date and accessible records</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>of some of the barriers which face people with learning difficulties and disabilities</li> <li>of equal opportunities issues in teaching and learning</li> <li>of safeguarding and promoting the welfare of children, young people and vulnerable adults</li> <li>of the necessity for confidentiality</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>a professional commitment to the demands of the job</li> <li>a supportive, positive and non-judgemental attitude</li> </ul>	

	<ul style="list-style-type: none"> <li>• a caring and sensitive approach towards vulnerable people</li> <li>• a learner-centred approach</li> <li>• flexibility and responsiveness in approach to teaching/learning styles and methods</li> <li>• reliability and integrity</li> <li>• a courteous manner</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• a commitment to a high level of learner achievement and to continuous quality improvement</li> <li>• calmness in difficult situations</li> <li>• full UK driving licence and access to a vehicle for business use (or access to equivalent mobility)</li> </ul>	