



## Learning Support Assistant

### Job Description

<b>Faculty / Department:</b>	Foundation Studies and Additional Learning Support	
<b>Campus:</b>	Cauldon	
<b>Responsible to:</b>	Head of Inclusion	
<b>Responsible for:</b>	N/A	
<b>Grade:</b>	Salary: £18,327 per annum, pro rata (Grade 1, SCP 1)	<b>Hours:</b> Part time, 30 hours per week, 36 weeks per year, term-time only

#### Role Summary:

To provide appropriate support for learners with a disability and/or learning difficulty or additional learning support needs, to remove barriers to learning and to promote independence and provide in class, group study skills sessions, 1-1 support for targeted learners with additional support needs. In addition to this, to implement effective support plans to detail support requirements of learners whilst maintaining records which support learners to work towards targets and monitor and review progress. To ensure all learner records are stored centrally and are available for audit and contribute to the Education Health and Care Plan Review. In some cases you will be requested to support learners with complex needs on their work experience placement.

#### Main Duties and Responsibilities:

##### Work Processes and results

- Work collaboratively with teaching and other support staff implementing effective strategies in order to support learners to ensure high levels of retention, achievement and progression
- Work proactively with learners to remove barriers to learning and to promote and develop independence, regularly reviewing the impact of support and strategies
- Provide in-class, small group study skills or 1:1 learning support for groups and targeted learners with additional support needs under the direction of lecturing staff to develop literacy, numeracy and employability/work-ready skills

- Monitor and support attendance, retention and achievement levels of learners with support needs
- Support learners to achieve their potential including high grades
- Support learners to develop literacy, numeracy and work-ready skills to enable the learner to successfully access and complete their course of study and to support progression to further training and/or employment
- Attend and contribute to the Annual Reviews of Learners with an Educational, Health and Care Plan and/or learners with High Cost additional learning support

### **Team Work**

- Work flexibly as a member of a team of support staff, including attendance at team meetings and other college meetings, as well as supporting open events

### **Communication / Documentation**

- Maintain accurate learning support records and support learners to set, monitor and achieve their individual targets and where a learner has an Education, Health and Care Plan monitor progression towards outcomes and milestones detailed in the plan

Communicate effectively across a wide range of audiences.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility

### **Equality, Diversity & Inclusion, Health and Safety and Strategy**

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with

### **College Values**

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN)

- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others
- To participate in making the College an inclusive environment in which to learn and work

#### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges
- To attend relevant and associated training, as required

#### **General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.*

*This Job Description and Person Specification is accurate as of November 2022. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



## PERSON SPECIFICATION

### Learning Support Assistant

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Minimum of 4 GCSEs (or equivalent), A* - C (or equivalent) including Maths and English</li> <li>Possession of a Level 3 Certificate in Learning Support or a willingness to acquire this qualification</li> </ul>	<p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>First Aid at Work training within the last 2 years</li> <li>Evac chair training within the last 2 years</li> <li>BUCCAL</li> <li>Other learning support related qualifications eg autism awareness</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of supporting learners with social, emotional and mental health needs and the ability to apply appropriate strategies which meets their individual needs</li> <li>Experience of working in a learning support role within an educational setting, with learners aged 14+ and/or adults with a range of learning support needs including those with Education, Health and</li> </ul>	<p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>Attending and contributing to the annual review of learners with Education, Health and Care Plans</li> </ul>	<p>A, I</p>

	<p>Care Plans</p> <ul style="list-style-type: none"> <li>• Experience of supporting learners with a range of support needs including learning, personal, social and emotional and evidence that you are able to apply effective strategies and approaches to support learners to develop their independence.</li> <li>• If you do not have experience identify why you wish to apply for this role.</li> </ul>	<p>A, I</p> <p>I</p>		
<p><b>Skills/ Aptitudes/ Competences/</b></p>	<ul style="list-style-type: none"> <li>• Able to work flexibly as part of a team with the ability to plan and prioritise</li> <li>• Excellent communication and interpersonal skills</li> <li>• Excellent administration and organisational skills</li> <li>• Understanding of the health and safety and equal opportunities issues in learning support</li> <li>• Knowledge and understanding of safeguarding policies, procedures and legal requirements to support and ensure the College's commitment to the safeguarding/prevent and welfare of children, young people and vulnerable adults</li> </ul>	<p>I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Good working knowledge of ProMonitor</li> <li>• Can demonstrate how they have actively supported a learner with an EHC plan, monitored outcomes and milestones and supported a caseload of learners</li> <li>• Evidence of multiagency working</li> </ul>	<p>I</p> <p>I</p> <p>A, I</p>

<b>Other</b>	<ul style="list-style-type: none"><li>• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.</li><li>• A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults</li><li>• Ability to travel between sites and work evenings (as required)</li></ul>			
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