

JOB PROFILE	
POST TITLE:	Learning Support Assistant
POST GRADE:	Band B
JOB EVALUATION KEY:	B12 V2
RESPONSIBLE TO:	Student Support Co-ordinator

1	KEY TASKS
	<i>General Assistant Tasks</i>
1.1	Perform general office duties including answering phone calls, filing, scanning and photocopying
1.2	Assist other team members as required in line with own level of responsibility
1.3	Respond to routine enquiries, directing people to the appropriate person or seeking advice where required from line manager.
1.4	Utilise college systems as required to document the learning support provided to individuals
1.5	To be aware of and comply and contribute to Equality and Diversity, Prevent Strategy and the Safeguarding and promoting welfare of children and vulnerable adults, in line with up to date legislation
1.6	To provide support across curriculum areas and sites as required by the needs of learners
1.7	To be a good ambassador for the college, supporting promotional and recruitment events as required (e.g. open evenings, school visits etc)
	<i>Specific Tasks</i>
2.1	Work under the supervision of teaching staff to provide in class support for teaching, learning and assessment maximising educational opportunities for learners receiving support
2.2	Liaise with teaching staff to provide any 1:1 and small group support for students who require a more individualised approach, utilising resources as directed by teaching staff, specialist mentor or the EHCP Lead
2.3	Provide support to specific students as identified by college systems and liaise with Student Support Co-ordinator, EHCP Lead or Pastoral Lead to support referrals to other college areas or external agencies as required
2.4	Use all appropriate college processes effectively to support student attendance and progress within their curriculum areas
2.5	Provide in class literacy, numeracy and ICT support and help embed it within the curriculum as required by individuals and with guidance from class tutor and Head of area
2.6	Provide appropriate levels of support for students with specific needs outside timetabled sessions (e.g. inclusion hubs) in consultation with the Student Support Co-ordinator
2.7	Be aware of and adhere to college protocols and procedures when handling and dealing appropriately with sensitive information (e.g. how to liaise with appropriate staff; issues on confidentiality and data protection).
2.8	Contribute to the implementation and review of learners' support plans and EHCPs and act in accordance with college guidelines and procedures when in receipt of sensitive or confidential information
2.9	Demonstrate a commitment to collaborative and cooperative working with colleagues and outside agencies

2.10	Provide support in formal examinations such as reader, scribe, prompt as directed by Student Support Co-ordinator and ensure compliance with regulations as directed by roving invigilator and Exam Officer. Maintain CPD to ensure compliance with regulations of the JCQ /other approved examination boards
2.11	Provide holistic support to learners, making referrals to appropriate college staff/departments as appropriate
3	KEY RESPONSIBILITIES
3.1	To support the learning, development and progress of students leading to positive progression
3.2	To develop positive working relationships with colleagues and work constructively as a member of the college team
3.3	To ensure college records for learners are up to date, accurate and appropriate
3.4	To develop own awareness of individual learner needs through accessing information from college systems and the Student Support Co-ordinator/EHCP Lead
3.5	To ensure that all college data related to students is handled appropriately to meet the requirements of GDPR.
3.6	To provide learning support opportunities to ensure all learners are able to access the curriculum and make expected progress regardless of learning need or difference
3.7	Carry out duties associated with a Learning Support Assistant across all curriculum areas (subjects) and sites as per timetable allocation
3.8	Attend CPD as required to ensure skills are up to date to support across all curriculum areas
3.9	Comply, contribute and adhere to college Quality processes and procedures

This job description may be updated and amended through consultation during the Performance Management process

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW THIS IS IDENTIFIED
Qualifications	<ul style="list-style-type: none"> NVQ Level 2 or equivalent GCSE English and Maths or equivalent 	<ul style="list-style-type: none"> IT Qual Level 2 or above Learning Support/Teaching Assistant Qualification 	<ul style="list-style-type: none"> Application form/ CV Certificates Assessments
Knowledge	<ul style="list-style-type: none"> Microsoft Office packages (Word, Excel, Powerpoint) Equal opportunities, Inclusion and working with people with disabilities/learning differences 	<ul style="list-style-type: none"> Business Administration Recent & Relevant CPD on specific learning differences Understanding of characteristics of specific learning difficulties and approaches to adopt when working with individuals 	<ul style="list-style-type: none"> Application form/ CV Certificates References Interview Assessments
Experience	<ul style="list-style-type: none"> Working as part of a team Working with individuals with a specific learning difference or disability Working in the education sector 	<ul style="list-style-type: none"> Managing own workload Supporting students with literacy and numeracy difficulties Working in an FE environment Managing challenging behaviour Providing care to individuals with physical needs Working in a post 16 environment 	<ul style="list-style-type: none"> Application form/ CV References Interview
Disposition/ Attitude	<ul style="list-style-type: none"> Organised Sensitive Empathy Adaptable Able to work to deadlines Approachable Flexible Team Player Ability to work independently and on own initiative Ability to work with others Trustworthy Dependable Positive Suitable to work with children Awareness of Equality and Diversity 		<ul style="list-style-type: none"> Application form References Interview Assessments
Practical and intellectual skills	<ul style="list-style-type: none"> Accurate and Timely Good communicator Excellent listening skills Good IT Skills 	<ul style="list-style-type: none"> Problem solver Willingness to be a Personal Care Assistant to support college strategy to make curriculum accessible to all 	<ul style="list-style-type: none"> Application form References Interview Assessments