



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Learning Support Assistant</b>
<b>STATUS:</b>	Permanent Established/ Part Time/ Term Time Only
<b>SALARY:</b>	Scale G £15,957.63 to £17,736.24 (£23,695.00 - £26,336.00 FTE)
<b>HOURS:</b>	Various
<b>DEPARTMENT:</b>	Schools
<b>CAMPUS:</b>	BCA

**JOB PURPOSE:** To enable students with a range of Special Educational Needs (SEN) to access the curriculum as fully as possible, through a planned programme of learning support in order that they participate in all aspects of college life, supporting them to work towards their desired outcomes, achieving their learning goals and potential.

### **The main responsibilities and duties of this post include:**

To work under the direction and supervision of the Schools Programme Manager, Head of Department and tutors to assist with teaching, learning and associated activities in accordance with college policies, procedures and individual Education, Health and Care Plans (EHCP). This may include supporting whole classes; working with individuals and small groups of pupils; assisting with planning, delivery, and evaluation of learning activities; working closely with pastoral and welfare staff in supporting students to overcome learning, physical or emotional boundaries.

To provide educational and mentoring support for students in their chosen courses with Special Educational Needs and EHCPs including English and Maths support.

Learning Support Assistants will support students in a variety of ways according to need which may include:

1. Understanding and adhering to individual EHC plans, working towards Outcomes, and supporting with provision to ensure our learners can achieve their aspirations, whilst working towards adulthood and independence
2. Assisting with the planning, delivery and evaluation of the class learning activities, including identifying how students can be best supported
3. Effectively deliver support to students using ICT this may include some distance learning
4. Working with students inside and outside of the classroom environment
5. Monitoring and supervising individuals or small groups of students

6. To promote the development of positive relationships and acceptable behaviour in accordance with college policy
7. To promote, observe and report on student performance and development, using assessment strategies to contribute to successful completion of their course.
8. Assist with record keeping associated with individual students
9. Assisting and in some cases be responsible (if working on a 1:1 basis) for equipment used by individual students
10. Assisting learners with planning and structuring written and practical assignments
11. Support with preparing for examinations
12. Assisting learners to develop English, mathematics, and ICT skills
13. Preparing/ adapting learning materials and equipment when required
14. Supporting students in using specialist equipment and resources to assist learning
15. Assisting students with reading, note taking and to transcribe work
16. Minimal Physical/Personal Care

The right candidate for this role will:

- Have a can-do attitude and a positive outlook
- Be able to build positive rapport with both students and other staff members
- Have flexibility in working with a range of students.
- Be willing to give new challenges a go and seek personal development
- Have some experience in working with 14-16 year olds & Post 16s ideally in an educational setting.

### **Note**

The post will be based at one of the current College campuses, but the duties of the job may enquire the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students, and visitors in general and the College's policies and procedures.
- The principles and procedures set out in the College's Safeguarding and Child Protection Policy.

- The principles and procedures set out in the College's Data Protection Policy



**PERSON SPECIFICATION**  
**Learning Support Assistant**

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Evidence of Key skills, Number, Communication and ICT to level 2 standard e.g., GCSE/ O' level standard.	✓		AF
Relevant qualifications/ staff development and experience of working with people with learning difficulties including Asperger Syndrome/Autism, ADHD, Dyslexia, Dyspraxia among others.		✓	AF/IV
<b>EXPERIENCE</b>			
Experience of working within an educational/support environment.		✓	IV
Good organisational, administrative, and planning skills	✓		IV
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			
A strong commitment to the academic and personal development of students with a range of additional needs.	✓		AF/IV
A commitment and willingness to undertake training	✓		IV
Good Communication Skills	✓		IV
Enthusiasm and sense of humour	✓		IV
Capable of maintaining flexible and structured routines as required		✓	IV
A commitment to making a positive contribution to team activities and developments	✓		IV
Able to use initiative and common sense	✓		IV
Ability to accept responsibility and be able to think ahead	✓		AF/IV
An open-minded approach to the way in which other people think	✓		IV
Ability to meet the physical demands of the post e.g., providing physical support for those with mobility difficulties	✓		AF/IV

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview  
All the elements marked AF/IV will also be assessed at interview