



JOB DESCRIPTION

JOB TITLE: Lead LSA and Cover Assistant

STATUS: (Term-time, Permanent)

SALARY: £22,465.63 - 24,733.01 (FTE £26,336 - £28,994)

HOURS: 37 term time working 38 weeks per year.

DEPARTMENT: Animal Management & Applied Science

CAMPUS: BCA

JOB PURPOSE: To enable students to access the curriculum as fully as possible, by providing learning support and lesson cover and enabling them to achieve their learning goals and potential. As a Lead LSA you will supervise and support LSA's and the class tutor by taking responsibility for the Lead LSA specific duties as listed below.

The main responsibilities and duties of this post include:

To provide educational and mentoring support for students with additional support needs, including emotional and behavioural difficulties, profound, moderate and specific learning difficulties and/or disabilities (PMLD/SLD/MLD/LLDD).

To support the work of the department by providing lesson cover where required and to be able to support the delivery of pre-planned materials so as not to disadvantage learners.

To work with the direction of the Head of Department, Programme Managers and Lecturers to support students with Learning Difficulties and/or Disabilities (LDD/D) in order to access and succeed in programmes of study.

To assist in the line management and support of LSAs by leading on best strategies to deliver support within lessons and in conducting performance reviews.

To support lecturers with key administrative tasks including registers, student profiles and phone calls where appropriate.

To work with the Lecturers and ALS team to ensure that all documentation and evidence is provided for Access Arrangements.

To support the Head of Department and Program Manager with effective timetables of support for learners and to assist with the timetabling process.

To support students in a variety of ways according to need which may include:

- Physical/Personal Hygiene care
- Support towards transition and preparing for adulthood
- Working with students inside and outside of the classroom environment, in the Learning Centre, throughout the BCA campus and off-site
- Monitoring and supervising individuals or small groups of students on and offsite
- Assist with record keeping associated with individual students (e.g. ILP's)

- Assist with personal equipment used by individual students including practical instructions
- Assisting learners with planning and structuring written and practical work
- Preparing for tests and assessments and supporting students with access arrangements when needed
- Supporting students with their Maths, English and vocational subjects.
- Preparing/ adapting learning resources and equipment when required
- Supervising students on educational visits and other necessary journeys
- Supporting students in using specialist equipment and resources to assist learning including the use of radio aids, reading pens, Chromebook etc.
- Assisting students with reading and note taking and to transcribe the student's work where appropriate, and assist with preparation of portfolios, files etc.

Note

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

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

Lead LSA and Cover Assistant

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Evidence of Key skills, Number, Communication and ICT to level 2 standard e.g. GCSE / O' Level standard	<input checked="" type="checkbox"/>		Application
A L3 qualification (or above) in an animal/science related subject		<input checked="" type="checkbox"/>	Application
Teaching qualification or willingness to work towards one		<input checked="" type="checkbox"/>	Application
Relevant qualifications/staff development in areas of LLDD's i.e. Aspergers Syndrome/Autism, ADHD/ADD, Dyslexia, Dyspraxia etc Experience of working within a learning support environment		<input checked="" type="checkbox"/>	Application, Interview
EXPERIENCE			
experience of working with people with learning difficulties including Aspergers Syndrome/Autism, ADHD/ADD, Dyslexia, Dyspraxia etc.	<input checked="" type="checkbox"/>		Application, Interview
Experience of leading learning programmes/facilitating learning e.g. leading a class.		<input checked="" type="checkbox"/>	Application, Interview
Experience of working within the animal industry with a good knowledge and understanding of current animal husbandry practices.		<input checked="" type="checkbox"/>	Application, Interview
Experience in the line management/training of others		<input checked="" type="checkbox"/>	Application, Interview

SKILLS / KNOWLEDGE / ABILITIES			
A strong commitment to the academic and personal development of students with a range of additional needs	<input checked="" type="checkbox"/>		Application, Interview
A commitment and willingness to undertake training	<input checked="" type="checkbox"/>		Application
Good communication, organisation and planning skills	<input checked="" type="checkbox"/>		Application, Interview
A commitment to making a positive contribution to team activities and developments	<input checked="" type="checkbox"/>		Application, Interview

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