

Job Description

JOB TITLE:	Learning Support Assistant
STATUS:	Permanent
SALARY:	Scale G £19,681.08 - £21,874.69 (£23,695 - £26,336 FTE)
HOURS:	37 hours per week over 37 weeks (term-time only)
REPORTS TO:	Head of Department - English and Maths
CAMPUS:	Slough & Langley College
JOB PURPOSE:	To enable students to access the curriculum as fully as possible, supporting them to work towards their desired outcomes, achieving their learning goals and potential.

Main Duties

To work under the direction and supervision of the Curriculum Director, Head of Department, Programme Manager and Lecturers 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.

1. Specific Duties

- 1.1 Assist with the planning, delivery and evaluation of the class learning activities, including identifying how students can be best supported.
- 1.2 Work with students inside and outside of the classroom environment.
- 1.3 Monitor and supervise individuals or small groups of students.
- 1.4 Promote, observe and report on student performance and development, using assessment strategies to contribute to successful completion of their course.

- 1.5 Assist with record keeping associated with individual students.
- 1.6 Assist, and in some cases, be responsible (if working on a 1:1 basis) for equipment used by individual students.
- 1.7 Assist learners with planning and structuring written assignments.
- 1.8 Support with preparing for examinations.
- 1.9 Prepare / adapt learning materials and equipment when required.
- 1.10 Support students in using specialist equipment and resources to assist learning.
- 1.11 Assist students with reading, note taking and transcribing work.

2 General Duties

- 2.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of students.
- 2.3 Maintain student morale and discipline within the college site.
- 2.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 2.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 2.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION – Learning Support Assistant

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English.	X		AF
L2 maths.	X		AF
Relevant qualifications/ staff development and experience of working with people with learning difficulties.		X	AF/IV
EXPERIENCE			
Experience of working within an educational/support environment.		X	IV
Good organisational, administrative, and planning skills.	X		AF/IV
SKILLS, KNOWLEDGE AND ABILITIES			
A strong commitment to the academic and personal development of students with a range of additional needs.	X		AF/IV
A commitment and willingness to undertake training.	X		IV
Good Communication Skills.	X		IV
Enthusiasm and sense of humour	X		IV
Capable of maintaining flexible and structured routines as required.	X		IV
A commitment to making a positive contribution to activities and developments.	X		IV
Able to use initiative and common sense.	X		IV
Ability to accept responsibility and be able to think ahead.	X		AF/IV
An open-minded approach to the way in which other people think.	X		IV
Ability to meet the physical demands of the post e.g., providing physical support for those with mobility difficulties.	X		AF/IV

KEY:

- 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.
- All or some of the elements may be assessed by the Test/Presentation.