

## **JOB DESCRIPTION**

<b>Post:</b>	Learning Support Assistant
<b>Responsible to:</b>	Assigned Student Support and Wellbeing Coordinator
<b>Rewards package:</b>	Scale 3, Access to Local Government Pension Scheme and 30 Days Annual Leave
<b>Key responsibility:</b>	Using excellent communication and support skills to liaise with students, colleagues in curriculum, support and service roles to provide exceptional support for students with SEND/LDD needs. Enabling students to achieve autonomy, build positive relationships, make progress and prepare for progression.

### **Principal Duties:**

1. Actively contribute to the One College approach, by working with Curriculum and Service colleagues to promote positive behaviours for learning and life.
2. Negotiate specific, measurable targets with timescales which relate to a student's personal progression at college, and regularly review and record progress towards their completion.
3. Record and monitor the progress students have made, providing the information required to evidence impact, and for funding and monitoring purposes.
4. Support reasonable adjustments and enabling strategies for students to enable them to access and engage with learning in a wide range of environments (for example, examinations, workrooms, workshops, laboratories, and the library).
5. Enable supported students to understand the learning session, remain on task, and fulfil their potential.
6. Progress students towards autonomy through the development of strategies and, as appropriate, enable students to become increasingly autonomous.
7. Support students in out-of-class activities with a mix of enabling strategies complimented by practical and mobility assistance when required.
8. Contribute to development of students' English, maths and digital skills, including assisting in skills support in numeracy, literacy and in use of ICT, ensuring familiarity with related IT assistive technology.
9. Work with students to develop their social and employability skills such as communication, timekeeping, money handling, and their interactions with others such as obtaining food and drinks.
10. Work with students to develop their skills and strategies in managing their own resilience and mental wealth.
11. Work in partnership with curriculum area and service area colleagues to develop quality-led coherent, cohesive strategies for the management of the student's development, enabling academic achievement, personal and career progression, independence, self-help and autonomy in study, and preparation for adulthood
12. Signpost students to other types of support within college and relevant external services. where appropriate, and in liaison with parents/carers as needed.
13. To undertake personal learning and development, and participate in training, as required.

### **Standard Responsibilities for all positions in B&FC:**

1. To fully adhere to B&FC policies and procedures at all times
2. To display the B&FC values at all times and positively promote them
3. To take responsibility for the promotion of the health, safety, wellbeing and mental wealth of self and others
4. To actively support B&FC commitments on safeguarding and promoting the welfare of children, young people and vulnerable adults
5. To pursue the achievement and integration of equality, diversity and inclusion, through widening participation in all B&FC activities
6. To actively support, and appropriately engage with the 'One College' ethos to promote positive student behaviour across B&FC
7. To be proactive in identifying and pursuing opportunities that are appropriate to maintaining your own professional development, and to positively engage in the B&FC performance review scheme and all relevant training
8. To maintain the confidentiality and security of information and data at all times
9. Undertake any other tasks and responsibilities appropriate to the level of this post

This job description is current at the date shown and may be amended after consultation and agreement between management and the post holder.

2022

# Person Specification



Learning Support Assistant		
Essential (E) Or Desirable (D)		
<b>Qualifications</b>		
1	Minimum Level 2 English and Maths or be willing to obtain within 1 year of appointment	E
2	A qualification at Level 3 or above	E
3	To have or to achieve within the first two years a Level 2 qualification in learning disabilities/SEND/LDD	E
4	Degree level (Level 6) qualification	D
<b>Experience</b>		
1	Demonstrable experience in building excellent rapport and professional relationships with students and colleagues	E
2	Specific experience of working with people requiring support with a Learning Difference, Disability, mental ill-health, medical condition in an educational environment	D
3	Demonstrable experience in supporting students requiring support with practical mobility and sensory support	D
4	Demonstrable experience in supporting the development of peoples self-management skills within education	D
<b>Knowledge, Skills and Abilities</b>		
1	Understanding of Inclusion and the challenges that can be experienced by people with Learning Differences, Disability, mental ill-health or medical conditions	E
2	To be adaptable, resilient and have a desire to make a lasting difference to the lives of our students	E
3	Ability to create appropriate targets, write electronic session notes, and record incident details clearly and concisely as necessary to ensure support is evidenced and auditable	E
4	To be digitally fluent with a good level of IT skills, including the ability to use computers with modern operating systems and a standard Microsoft Office package	E
5	Confident ability to support students with maths, English and with IT skills	E
6	Knowledge and evidence of Digital Fluency including assistive technologies, possession of Microsoft Innovative Educator Certification or willingness to obtain within three months of appointment	E
<b>Behaviours</b>		
1	Demonstrable commitment to <b>delivering results</b> through taking responsibility for meeting objectives through communicating with impact, adopting a customer-centric focus and consistently measuring and improving	E
2	Successfully and actively <b>work together</b> engaging with colleagues across B&FC effectively and inclusively to achieve positive outcomes	E
3	To show commitment to a <b>future-focused</b> approach, actively contributing to the future success of B&FC through making effective decisions, demonstrating a commitment to B&FC values, vision, operational and strategic direction and a willingness to adapt to change	E
<b>Further Requirements</b>		
1	To hold a full UK driving licence and access to a vehicle or equivalent mobility for business purposes (with the ability to maintain appropriate level of business insurance for car users)	D
2	Commitment to safeguarding and promoting the welfare of children, young people and adults who may be vulnerable in a specific context	E

3	Understanding of and commitment to Equality, Diversity and inclusion	<b>E</b>
4	Flexibility of approach including working across various sites and external workplaces	<b>E</b>
5	A willingness to work flexible working hours including evenings and weekends	<b>E</b>