

### Job description

<b>Job title</b>	Learning Support Assistant				
<b>Service Area</b>					
<b>Team</b>	Student Support	<b>Post Number</b>		<b>Grade</b>	hourly paid
<b>Reports to</b>	Student Support Team Leader				
<b>Responsible for</b>	Working as a member of the learning support team, identifying learning support needs and delivering effective learning support which will enable students to develop their full potential and achieve				

#### Purpose of job

1. To work with the course tutor to agree support for individuals or groups of learners.
2. To provide support to learners to enable them to achieve their learning objectives.
3. To support the tutor in quality assurance including encouraging the learners to complete course work, ILPs, surveys and to keep their documentation up to date.

#### Main duties and responsibilities

##### Contribute to the initial engagement of students by:

1. Facilitating learning support interviews/assessments.
2. Participating in student initial engagement and induction activities

##### Contribute to the provision of additional learning support for students by:

3. Participating in regular communication with curriculum teams
4. Providing learning support for individuals, small groups and individuals within large groups.
5. Preparing, using and developing appropriate learning support resources and strategies.
6. Ensuring appropriate individual learning support plans and strategies are generated, monitored and updated.
7. Supporting the referral process of exam adjustment assessments for identified students.
8. Facilitating termly and annual reviews for students with EHCPs in a timely manner.
9. To take responsibility for maintaining awareness of key risk issues, safeguarding and Prevent duties, reporting any concerns to the Safeguarding team.

##### Contribute to the wrap-around support provision by:

10. Providing students with guidance on availability of other wider student support provision.
11. Working as the first point of contact for an identified area/cohort when evaluating and reviewing learning support needs and providing regular updates on learning support progress for individuals and groups

##### Contribute to the overall learning support provision by:

12. Providing opportunities for students to experience independent learning and encourage them where possible to become self-reliant.
13. Assisting in marketing and promoting the services of the Learning Support provision at internal and external events
14. Contributing to the generic team duties in relation to ensuring the learning support activities and resources are maintained as required by student needs

#### General Duties

15. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively

16. To positively promote the Institute in all contact and communication with the public and learners
17. To follow all Institute policies and procedures
18. To ensure staff and learner confidentiality is maintained.
19. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected including supporting other teams at peak times

#### Person specification

<b>Job title</b>	Learning Support Assistant				
<b>Service Area</b>					
<b>Team</b>	Learning Support Team	<b>Post number</b>		<b>Grade</b>	
<i>Method of candidate assessment: A = Application Form      I = Interview      T = Test</i> <i>Weighting: 3 = most important, 2= least important</i>					

Approaches /Values	A - I - T	Weighting
1. The ability to adopt an <b>Ambitious</b> approach – using Innovation and creativity to realise the Institute’s vision	A, I	3
2. A demonstrable track record of accepting <b>Accountability</b> and taking responsibility for outcomes	A, I	3
3. A commitment to <b>Inclusion</b> – demonstrating an open, welcoming and supportive attitude to colleagues and learners	A, I	3
4. The ability to act with <b>Integrity</b> by displaying a fair, open and honest approach	A, I	3
5. Commitment to the <b>safeguarding</b> of all learners	A, I	3
6. Ability and determination to promote <b>equality and diversity</b> throughout all aspects of Institute’s life, including employment and service delivery	A, I	3
<b>Education and Qualifications</b>		
1. Level 2 Maths and English or equivalent or commitment to gaining with 24 months of commencement of employment	A, I	3
2. An appropriate Learner Support or teaching qualification for the Post 16 Sector e.g. Level 3 award in Education & Training	A, I	2
3. A Level 2 and above neurodiversity/inclusion qualification	A, I	3
<b>Experience/Knowledge/Skills/Competencies</b>		
1. Current or recent experience of working as a Learning Support Assistant or volunteer supporting adult learners	A, I	3
2. Experience of supporting learners in groups or individually who present with a range of learning difficulties or disabilities	A, I	3
3. An awareness of specific learning difficulties and support methods suitable for a diverse range of abilities, as well as a knowledge of access arrangements.	A, I	3
4. The ability to motivate students to reach targets	A, I	3
5. Excellent communication skills including the ability to give and receive information	A, I	3
6. An ability and willingness to maintain and submit relevant documentation for each learner being supported within set deadlines	A, I	3
7. Excellent digital skills	A, I	3
8. Excellent oral written and interpersonal communication skills with the ability to relate to staff and learners with different needs	A, I	3
9. Ability to work effectively with colleagues and external partners building effective professional relationships	A, I	3
10. A flexible approach to work and working hours having the ability to work proactively without supervision	A, I	3