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| **Job title:** Learning Support Assistant  **Reporting to:** Learning Support Coordinator- site based.  **Base:** The Roundhouse |
| **Hours**  14.8 hours per week,38 weeks per year  **Contract Type** Support  **Holidays** 20 days per year pro rata plus bank holidays and college closure days, pro rata  **Salary**  £23,335 per annum pro rata, actual salary £7,922.41 |
| **Job Purpose**  Provide a range of support services in and outside of the classrooms to students who have a specific inclusion and support need in a range of settings to enable students to achieve and progress. |
| **Key Responsibilities**  **Support for Students**   * Develop an understanding of and provide for students ‘specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating, mobility and dispensing medication. * Develop, maintain and apply knowledge and understanding of students general and specific learning needs, ensuring support is given to them at the appropriate level. * Promote the general success, progress and achievement of students and report any concerns to subject teachers and the line-manager. * Develop a range of strategies to engage individuals and groups of students often with differing needs - personal, social, health and educational. * Promote and reinforce students’ self-esteem, appropriate learning behaviour and levels of effort. * Create and modify resources to support students with their learning and development. * To provide 1;1, 1:2 or small group support for students with specific learning support needs * To work with individuals preparing resources and differentiated learning materials to support students’ individual needs. * Assist students moving around the college campus. * Assist with personal care (if required). * Flexibility with hours to cover both daytime and evening classes.   **In-class Support**   * Assist with classroom and student management/engagement * Act as a note taker/scribe * Encourage independence and self-help skills * Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate. * Escort and supervise students on educational visits and out of college activities   **Support for Curriculum**   * Work closely with teachers, to ensure that the support needs of students are met, providing support for individuals or groups of students in class/out of class and workshop situations. * Participate in appropriate College information events and activities, including interview/evening rotas. * Contribute to the planning and supporting of ILP and target settings. * Maintain accurate records of all support activities. * You will be expected to attend and contribute towards planning, and review meetings, working along side teaching staff, outside agencies, parents/carers and feeder schools. |
| **Competencies**   * Experience and understanding of the issues related to Additional Learning Support * Proven ability to analyse difficult situations, identify / recommend constructive solutions and implement them effectively * Ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met * Evidence of achieving continuous improvement to drive results * Experience of interpreting and using relevant data effectively to improve performance * Accurate record keeping |
| **Knowledge and Experience**   * Experience of supporting learners. * Frameworks, regulations and requirements of the sector and how these relate to the role * SEND code of practice * Recent relevant experience of supporting students or a willingness to learn * Knowledge of SEND reforms and the development of Education, Health and Care Plans. * Equalities Act 2010 |
| **Qualifications**  **Essential**   * Level 2 English * Level 2 Maths * Specialist qualification – supporting students with learning difficulties/disabilities or equivalent (or willing to work towards)   **Desirable**   * Level 2 IT |

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