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| **Job title:** Learning Support Assistant**Reporting to:** Team Manager – Sophie Sanderson**Base:** Cross College |
| **Hours** Up to 37 hours per week,38 weeks per year**Contract Type** Support **Salary** £24,989 per annum pro rata |
| **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.
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| **Person Specification**  |
| **Competencies****Essential*** 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
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| **Knowledge and Experience****Essential*** 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
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| **Qualifications****Essential*** Level 2 English (**must be able to evidence this with certificates)**
* Level 2 Maths (**must be able to evidence this with certificates)**
* Specialist qualification – supporting students with learning difficulties/disabilities or equivalent (or willing to work towards)
* **Desirable**
* Level 2 IT
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