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| **Job title:** Learning Support Assistant  **Reporting to:** Learning Support Coordinator- site based  **Base:** Broomfield Hall |
| **Hours**  30 hours per week,38 weeks per year  **Contract Type** Support  **Holidays** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary** £23,557 per annum pro rata, actual salary £16,058 |
| **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.   **General**   * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **PERSON SPECIFICATION** |
| **Competencies**   * Great communication and interpersonal skills * 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 * Accuracy and attention to detail e.g. record keeping |
| **Knowledge and Experience**   * Experience and understanding of the issues related to Additional Learning Support * Experience of supporting students * Frameworks, regulations and requirements of the sector and how these relate to the role * Knowledge of the SEND code of practice * Knowledge of SEND reforms and the development of Education, Health and Care Plans. * Knowledge of the Equalities Act 2010 * Understanding of RARPA |
| **Qualifications**  **Essential**   * Level 1 English * Level 1 maths * Specialist qualification – supporting students with learning difficulties/disabilities or equivalent (or willing to work towards)   **Desirable**   * Level 2 IT * Level 2 English * Level 2 Maths |

Date 3