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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.
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| **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
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| **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
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| **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
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