

## Job Description

<b>Post</b>	Learning Support Assistant
<b>Department</b>	Pathways
<b>Responsible to</b>	Head of Department
<b>Hours</b>	35 hours per week, worked between 8.30 am to 4.00 pm Monday to Friday
<b>Work pattern</b>	Term time only
<b>Working closely with</b>	Students and the Pathways Department staff

### Key Purpose:

We are seeking to appoint a Learning Support Assistant to join our outstanding Pathways team. The post will involve working with students with learning difficulties and disabilities, on Entry Level and Level 1 courses, to facilitate their learning and their participation in college life, the community and work placements. An understanding of disability and learning difficulty is essential. To support the aims and objectives of the College as detailed in the College's Statement of Purpose, vision and values.

### Duties and Areas of Responsibility:

Main Duties and Responsibilities	
1	<p>Providing in-class support to students as appropriate to their needs and to the classroom context by, for example:</p> <ul style="list-style-type: none"><li>• Ensuring the student has understood and remembers instructions, the requirements of the task and the content of the lesson</li><li>• Assisting the student in completing tasks by prompting, reminding and assisting with planning, producing and editing work</li><li>• Taking clear and accurate notes for the student</li><li>• Acting as a scribe for the student</li><li>• Helping the student get their ideas into writing</li></ul>
2	<p>Providing support to students as appropriate to enable them to participate fully in college life, by, for example:</p> <ul style="list-style-type: none"><li>• Meeting them on their arrival at college</li><li>• Accompanying them to the canteen at lunchtime</li><li>• Accompanying them between lessons</li><li>• Assisting with personal care</li><li>• Assisting with mobility needs, including the use of manual handling techniques where appropriate (training will be provided)</li><li>• Supporting in enrichment activities</li><li>• Supporting travel &amp; community learning</li><li>• Supporting on work placements, acting as a Job Coach</li></ul>

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3	Liaising with subject tutors about the aims and objectives of the lesson and the needs of the student to ensure the student has full access to learning
4	Undertaking advance preparation of resources, for example by modifying and enlarging where appropriate, to ensure resources are accessible
5	Working constructively with students and maintaining a positive approach which enhances students' self-esteem and enables students to develop confidence
6	Keeping accurate records
<b>Quality &amp; Reporting</b>	
1	Support departmental quality processes and customer feedback monitoring
2	Participate in the development and delivery of strategies for service improvement
<b>Budgets &amp; Resources</b>	
1	Identify resource needs within your area and make recommendations to the budget holder
2	Comply with all financial procedures
<b>Environment and Facilities</b>	
1	Maintain a clean, healthy, safe working environment by consulting with facilities staff and complying with appropriate legislation or college policies/procedures.
<b>General (including Personnel &amp; Relationships)</b>	
1	Work effectively and flexibly with colleagues to ensure effective service delivery, operating timetables and duty rotas.
2	Comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults. Ensure awareness and implementation of relevant legislation and college policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding.
3	Engage with college staff to ensure an effective service delivery maintaining a professional attitude at all times.
4	Support performance management procedures and be an active participant in appraisal.
5	Engage in continuing professional development by attending relevant meetings and training sessions, within college or externally.
6	Ensure all appropriate paperwork is completed in line with college requirements.
<b>Other</b>	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

**The above job description was agreed as detailed below:**

<b>Name of the Post holder:</b>	
<b>Sign:</b>	<b>Date:</b>
<b>Name of Line Manager:</b>	
<b>Sign:</b>	<b>Date:</b>