

Job Description

Post:	Learning Support Assistant (Mainstream)
Department:	Learning Support Department
Responsible to:	Head of Department
Working closely with	Students and staff across the college

Duties and Areas of Responsibility:

Areas of Responsibility	
1	<p>Providing in-class support to individual students on their courses as appropriate to their needs and to the classroom context by, for example:</p> <ul style="list-style-type: none"> • Ensuring the student has understood and remembers instructions, the requirement of the task and the content of the lesson • Assisting the student in completing tasks by prompting, reminding and assisting with planning, producing and editing work • Taking clear and accurate notes for the student • Acting as a scribe for the student • Helping the student get their ideas into writing • Assisting the student in maintaining appropriate behaviour • Assisting the student with organisation • Facilitating the use of assistive technology as appropriate
2	<p>Providing support to individual students outside the classroom for work relating to their courses as appropriate to their needs, by, for example:</p> <ul style="list-style-type: none"> • Working one-to-one with student to consolidate classroom learning or to enable the students to complete tasks/assignments. • Assisting the student with research tasks and developing research skills. • Supporting groups of students in 'Supported Study' sessions.
3	<p>Providing support to individual students as appropriate to enable them to participate fully in college life, by, for example:</p> <ul style="list-style-type: none"> • Meeting them on arrival at college • Accompanying them to the canteen at lunchtime • Accompanying them between lessons • Assisting with personal care • Facilitating communication and interaction • Supporting in enrichment activities • Supporting on visits

4	Liaising with subject tutors about the aims and objectives of the lesson and the needs of the students to ensure the student has full access to learning
5	Undertaking advance preparation of resources, for example by modifying and enlarging where appropriate, to ensure resources are accessible.
6	Working constructively with students and maintaining a positive approach, which enhances students' self-esteem and enables students to develop confidence and independence.
7	Keeping accurate records.
8	Providing exam access arrangements, such as reader or scribe in exams and internal assessments
9	Undertaking other duties and providing support to other students as required by the Head of Learning Support and/or teaching staff within the team.
Budgets & Resources	
1	Comply with all college financial procedures
Environment and Facilities	
1	Maintain a clean, healthy, safe working environment by consulting with appropriate staff and complying with appropriate legislation or college policies/procedures.
Quality & Reporting	
1	Support quality processes and strategies for improvement
General (including Personnel & Relationships)	
1	Comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults and ensure awareness and implementation of relevant legislation and college policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding.
2	Engage with college staff to ensure an effective service, maintaining a professional attitude at all times.
3	Support performance management procedures and be an active participant in appraisal.
4	Engage in continuing professional development by attending relevant meetings and training sessions.
5	Ensure all appropriate paperwork is completed in line with college requirements.
Other	
Any other responsibilities appropriate to the position, as directed by Head of Department or teaching staff within the team.	

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:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: