

Job Title: Learning Support Assistant

Responsible to: Head of Study Support

Responsible for some or all of the following, depending on needs at specific times:

- 1 Acting as a note-taker for a student in class, usually electronically with use of laptops.
- 2 Working with a student on a one-to-one basis as directed by the line manager.
- 3 Working closely with class teachers and where appropriate with Specialist SpLD Teachers/Assessors or Learning Advisors, to facilitate students' learning.
- 4 Checking that any aids are functioning properly and contacting the appropriate person within the Study Support Department if they are faulty. This may include medical aids.
- 5 Preparing transcripts of recorded materials.
- 6 Providing help for students in navigating the site including practical tasks such as carrying bags/equipment and pushing wheelchairs.
- 7 Providing personal care to students as required.
- 8 Providing student support 1.1 according to timetable, in the Study Support Base.
- 9 Working under the direction of the line manager to carry out clerical tasks, including record keeping, that support the needs of the student.
- 10 Prioritising the health and safety of the student, including out of class support.
- 11 Undertaking examination duties including reading, scribing and invigilation
- 12 Providing support for a range of student visits and trips both inside and outside of college hours.
- 13 Acting as key worker for named students.
- 14 Co-ordinating reviews for key students.
- 15 Working on a daily basis, as part of a team, to support students with complex needs and being responsive as their needs change.
- 16 Attending training as required e.g. manual handling.
- 17 Participating in the College's Review Scheme and undertaking personal learning and development.
- 18 Complying with the College's health and safety policies and procedures.
- 19 Prioritising the safeguarding of all students and participate in training on safeguarding matters.
- 20 Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- 21 Undertaking such other duties as may reasonably be required by the Principal.

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Essential Requirements

1. Empathy with young people. (Supervision of students on a one-to-one basis will be necessary)
2. Educated to A level standard or equivalent; plus GCSE Maths and English at grade C or above.
3. Ability to manage the emotional demands of working with students who have complex needs.
4. Physical ability to undertake moving and handling requirements of the role with appropriate training and equipment e.g. pushing wheelchairs, moving and handling of people, bending and kneeling.
5. Clerical experience.
6. Good IT skills, including word processing.
7. Ability to work as part of a team and also unsupervised.
8. Willingness to provide support for trips out of normal hours, with the potential for overseas travel.
9. Ability to stay calm under pressure.
10. Display a commitment to the protection and safeguarding of children and vulnerable adults.
11. Display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

Desirable Requirements

1. Experience of working with students who have learning difficulties and disabilities.
2. An interest in and even experience of working with students on the autistic spectrum.
3. Experience of post-16 education.
4. Experience of working within a team.
5. Flexibility to cope with new educational developments.

Sarah Gibson
Head of Study Support
February 2020