**Job description**

**Post title:** Learning Support Practitioner

**Purpose:**

To support learners with identified learning needs, including learners with profound and multiple learning support needs on a range of vocational, PSD and maths and English Programmes. To provide support on a 1:1 basis, or as a group as required.

**Responsible to:** College Principal

**Duties and responsibilities:**

To work within a team and under direction from the college manager and teaching staff supporting young people aged 16-25 with learning difficulties including AHD and SEMH within their vocational programme to achieve to their full potential.

* Provide support to individual or small groups of learners in lectures and in practical sessions
* Provide specialist learning support that include personal care and support to learners with profound learning difficulties
* Promote inclusion and participation
* Provide Pastoral support/care
* To help prepare and provide learning resources and equipment used in the delivery of the curriculum.
* To provide administrative support to the curriculum as necessary
* Establish and maintain safe working practices and environment in accordance with Health and Safety legislation
* To participate in the college’s review and Appraisal system
* To support the lecturing staff in training on a range of topics and tasks relevant to the curriculum
* To assist in the assessment, monitor and track learners’ progress.
* Liaise with tutors so the learning environment and all activities are prepared, supervised and fully supported.
* Undertake teaching duties to small groups of learners when necessary.
* Comply with the policies and procedures of the college and curriculum area.
* Undertake such other duties may be required from time to time by the college, that is within the level and responsibility appropriate to your post.

**Specific responsibilities:**

To provide support throughout the year for learners with a range of needs in a vocational, PSD, academic or work-related training environment. This will include supporting at enrolment, induction, on programme and breaks.

* To supervise the behaviour of learners in class and take appropriate action in liaison with the tutor, working with the college disciplinary process and rules for student conduct.
* To support students to enable them to identify their key areas to develop so that they learn to manage their response to situations and behaviour to progress their learning.
* To support the teaching team to implement the common use of strategies to motivate and engage learners.
* To contribute to the monitoring of progress and student reviews by completing learners’ records and providing information to the tutor by completing a review in line with College policy on tutorials
* To actively promote the safety and wellbeing of learners in all activities and contribute to the review of student risk assessments.
* To work with guidance to ensure the results of the initial assessment are used in the planning of support and when addressing differentiation of pace and materials.
* To work with tutors to produce course related materials that are accessible to the student.
* To attend Team meetings to ensure effective communication between Student Support and the curriculum and encourage learners to participate in surveys, questionnaires, and student focus groups.
* To carry out such other duties appropriate to the job and individual skills and experience as may be required by the College Manager.

**Person Specification – Learning Support Assistant**

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| **1** | **QUALIFICATIONS** |  |
| A | A Certificate or accreditation in Teaching Assistant/Learning Support in schools and for FE | **E** |
| B | CPD or other training in relation to supporting young people in education | **D** |

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| **2** | **EXPERIENCE** |  |
| A | Evidence of successfully supporting learners with SEN in an educational setting including classroom and vocational workshops | **E** |
| B | Experience of supporting learners with their emotional and mental wellbeing | **D** |
| C | Evidence and experience in working with teachers to tackle/support challenging behaviour | **E** |

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| **3** | **ABILITIES/SKILLS** |  |
| A | Evidence of successfully engage learners of varied ages, backgrounds, and abilities in an educational setting including both classroom and vocational workshops | **E** |
| B | Ability to support in a variety of subject areas including vocational training. | **E** |
| C | Ability to use ICT/e-learning successfully to support the deliver a high-quality teaching and learning experience | **D** |
| D | Working knowledge of Health and Safety legislation | **D** |
| E | Ability to motivate, encourage and support students | **E** |

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| **4** | **KNOWLEDGE** |  |
| A | Sound knowledge of safeguarding and confidentiality in an educational setting | **E** |
| B | A good awareness of specific learning difficulties | **E** |
| C | Basic Skills – English and Maths Level 4 or equivalent to GCSE grade C or above | **D** |
| D | Working knowledge of Health and Safety legislation | **D** |
| E | Ability to motivate, encourage and support students | **E** |

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|  | **OTHER** |  |
| A | Commitment, loyalty to the College’s vision | **E** |
| B | Ambition and drive to support the College’s development | **E** |
| C | Self-motivated | **D** |
| D | Current driving license | **D** |

**E** – essential – **D** – desirable