

Job Role Details		Last Updated: September 2020
Department/ Location:	Student Support & Foundation Education / Cross site	
Job Title:	Learning Support Assistant	
Salary Grade	Combined Grade	
Responsible to:	Learning Support Practitioner	
Responsible for:	No staff management responsibilities	

Job Purpose Statement:

Support students with additional learning needs and/ or disabilities to ensure that they can access their study programme in order to be successful and progress, working effectively and confidently on a one to one basis or with small groups of young people to support their learning needs and/ or disability in a classroom setting and promoting social development through activities, clubs and events in the social areas and in the wider college, providing opportunities for social interaction and the development of good communication, encouraging participation in small group activities.

Main Responsibilities and Duties:

The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:

1. Provide timely, appropriate support for students with learning difficulties and/ or disabilities in a structured learning environment, supervising and monitor students in the learning environment and social areas as necessary, ensuring the completion of day-to-day administration recording interaction with students and student progress through live student records and development of learning materials, keeping the Learning Support Practitioner informed of day-to-day developments. This includes completing all relevant documentation to comply with college/ audit requirements
2. Work effectively and confidently with students on a one to one basis or in small groups, in a mentoring capacity. This will include accompanying students on external visits as and when required.
3. Promote the social development of students through activities and events, planning programmes of activities which ensure specific students are engaged, promoting opportunities for social interaction and the development of good communication and encourage participation in regular small group activities.
4. Develop informal opportunities for citizenship and employability education and ensure that students respect the environment and promote positive behaviour of young people
5. Signpost students to relevant support services and assist students where necessary,





including attending regular supervision meetings with the Student Welfare Officer and/ or Lead Counsellor where appropriate.

6. Set Smart targets for students on their PLP to support improvement and complete timely review
7. Liaise with the relevant curriculum lecturer in order to plan the support needed for students, including ensuring access to a scheme of work at the beginning of each term and a lesson plan at the beginning of each lesson, and implement planned differentiation within the learning environment as required.
8. Prepare resources to aid teaching of students with disabilities/ difficulties, ensuring the maintenance of the required physical resources, equipment and facilities to assist students.
9. Attend staff development activities, meetings and Focus days as required, in order to maintain and develop the skills required to support students.

In addition all post holders will be required trained to act as Fire Marshals and First Aiders.

All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their Department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding, including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand and promote statutory and college best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and college best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.
- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all college policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.
- Attend and complete all mandatory training sessions or on-line computer based training packages as required by the college.
- Undertake any other duties consistent with the key responsibilities and/ or duties of this role as directed by your manager.



Person Specification		
Qualifications	Criteria	Assessment Method
	<ul style="list-style-type: none"> • Essential (E) • Desirable (D) 	<ul style="list-style-type: none"> • Application (A) • Assessment Centre (AC)
<ul style="list-style-type: none"> • Relevant qualifications e.g. Level 2 classroom support qualification or willingness to work towards. • Level 3 classroom support qualification • 5 GCSEs including passes in English and maths. 	<ul style="list-style-type: none"> • E • D • E 	<ul style="list-style-type: none"> • A/AC • A/AC • A/AC
Experience		
<ul style="list-style-type: none"> • Experience of supporting young adults with a range of learning difficulties and/or disabilities or a willingness to undertake training. • Experience of Microsoft Office Applications 	<ul style="list-style-type: none"> • E • E 	<ul style="list-style-type: none"> • A/AC • A/AC
Skills & Aptitudes	Criteria	Assessment Method
	<ul style="list-style-type: none"> • Essential (E) • Desirable (D) 	<ul style="list-style-type: none"> • Application (A) • Assessment Centre (AC)
<ul style="list-style-type: none"> • The ability to work in a manner to support the changing needs of students ensuring differentiation is implemented within the classroom. • Additional skills/experience e.g. sign language, dyslexia support etc. • Good verbal and written English • Good communication and liaison skills. • Strong commitment to team working. • Willing to work flexible hours, as the role may require some evening work. • Good digital skills • Ability to embed English and maths in theoretical and practical sessions. 	<ul style="list-style-type: none"> • E • D • E • E • E • E • E • D 	<ul style="list-style-type: none"> • A/AC • A/AC • A/AC • AC • A/AC • AC • A/AC • AC
Other Requirements		
<ul style="list-style-type: none"> • The successful candidate will be required to act with discretion, pride, purpose, resilience and confidentiality. • Willing to undertake mandatory training and demonstrate awareness of Health & Safety requirements. • Willing to undertake mandatory training and 	<ul style="list-style-type: none"> • E • E • E 	<ul style="list-style-type: none"> • AC • AC • AC



<p>demonstrate awareness of GDPR.</p> <ul style="list-style-type: none"> • Willing to undertake all other mandatory training as required by the College. • The successful candidate will be required to adopt a student focus and commitment to developing knowledge of quality improvement processes and systems. 	<ul style="list-style-type: none"> • E • E 	<ul style="list-style-type: none"> • AC • AC
Safeguarding		
<ul style="list-style-type: none"> • The College is committed to safeguarding and promoting the welfare of young people and venerable adults. The candidate’s ability to perform the duties aligned to safeguarding and Prevent strategies within this role will be explored during the interview process. • The successful candidate will be required to have a DBS check to work at the College. 	<ul style="list-style-type: none"> • E • E 	<ul style="list-style-type: none"> • A/AC • A

