

<b>Post:</b>	Learning Support Practitioner
<b>Hours of Work:</b>	Various hours per week, 36 weeks per annum (term-time)
<b>Salary:</b>	£24,013 per annum (Full Time Equivalent)
<b>Place of Work:</b>	The role will be based at either the Dartford, Gravesend, Tonbridge or Hadlow Campus, but the nature of the work may require occasional travel to any of the College sites as required.
<b>Accountable to:</b>	ALS Co-ordinator

**Summary:**

To provide academic, physical, medical and wellbeing support for students who have an Education Health and Care Plan or identified SEND needs as directed by the ALS Coordinator.

**Duties, Responsibilities and accountabilities:**

Act under the direction and/or supervision of Learning Support and those leading the learning:

**Operational:**

- With appropriate training, give support to students' academic, wellbeing, medical and physical needs (including personal care). This may be individually or as a group.
- Follow the instructions and direction of class lecturers to provide learners with appropriate support in class
- LSP's will have a minimum contact time with learners of 90% of their weekly working hours.
- Promote personal autonomy through identifying with the student tools and strategies to overcome barriers and gain independence.
- Provide exams support in accordance with JCQ and awarding body criteria (e.g. acting as a reader, scribe, invigilator or other role requirement).
- Be fully committed to every student achieving to the best of their ability.
- To assist the lecturer in adapting materials, e.g. enlarging, photocopying and producing documents in an accessible format to meet the needs of supported students.
- To assist in the supervision of students. This may include breaks, lunch times, meeting students as they arrive each day and as they leave at the end of college and any external trips, visits and work placements.
- Make use of new and emerging assistive technologies to promote independence and encourage and support the use of these new technologies.
- Meet the college's SEND duties and requirements by contributing to the Education, Health and Care Plan annual review process including providing written feedback on learner outcomes and targets.
- Liaise with other College staff, parents, carers, and professionals, as required.
- To be aware of the college's safeguarding policies and protocols and act in accordance with your statutory and moral obligations in safeguarding learners.
- Be proactive in the identification and review of specific strategies used to support learners effectively and document so that other staff can benefit from using these effective strategies.
- Keep up to date and accurate records as directed, for purposes of audit, ensuring these are noted promptly and efficiently using appropriate College systems.
- Support the college enrolment process as directed by ALS Coordinator or Management.
- Provide opportunities to learners for skill practice and development through extra support sessions/workshops outside of classroom
- After appropriate training, interview students to ascertain individual requirements and plan support as required and necessary
- Provide low-level pastoral and wellbeing support to learners with EHCP's and SEND and signpost to wider teams or services where necessary
- Support and assist with the completion of student profiles and additional preparatory administration as directed by the ALS Coordinator or Management
- Attend relevant staff meetings and training, including allocated curriculum areas as required and necessary.

- Be proactive in the identification of training needs of self and in reporting back to relevant manager
- Undertake JCQ invigilator training upon starting and annually, as a refresher.
- To undertake other reasonable duties as may be determined from time to time by management.

**All employees of the College are expected to work in such a way that delivers the following behaviours:**

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

<b>PERSON SPECIFICATION</b>			
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b> <i>(Application, Task, Interview)</i>
<b>(1) Qualifications:</b>			
Possession of or willingness to undertake a Level 2 learning support qualification within the first 2 years of appointment	√		Application / Interview
Hold or be willing to work towards a Level 2 qualification in literacy and numeracy	√		Application / Interview
Oral language Modification		√	Application / Interview
<b>(2) Knowledge to include:</b>			
Computer literate	√		Application / Interview / Task
<b>(3) Experience to include:</b>			
Experience of working with students with learning differences and disabilities	√		Application / Interview
Be able to demonstrate working strategies to engage and motivate learners who have additional learning needs;	√		Application / Interview / Task
<b>(4) Skills and Attributes to include:</b>			
A patient and flexible approach to working with young people	√		Application / Interview
Effective interpersonal and communication skills	√		Application / Interview
Ability to reflect on one's own practice as an LSP, identify training needs and improve practice	√		Application / Interview
Willingness to undertake some offsite travel, preferably holding a current driving licence and with access to a vehicle during working hours		√	Application/ Interview

**General:**

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_