**Job Description**

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| **Post:** | **Learning Support Assistant** |
| **Salary/Grade:** | **Support Staff Grade 5 - £23,585 - £25,276 Pro Rata** |
| **Responsible to:** | **Inclusive Learning Manager** |
| **Working time:** | **32 hours, Term Time Only** |

**Main purpose of the post:**

* To support learning in class under teacher direction to meet students’ identified needs; as well as through interventions and support sessions.
* To provide personal care, intimate care and mobility support to students with mobility difficulties.

**Main Duties:**

1. **Operational/Strategic Planning**
   1. Contribute to setting standards in the Department’s annual self assessment report and action plan in line with the College’s planning and quality assurance procedures.
2. **Teaching/Training**
   1. To provide support for students within identified courses particularly with literacy, revision and study skills, assistive technology, as well as SEMH.
   2. To assist learners who are entitled to access arrangements in examinations.
3. **Staffing**
   1. Work collaboratively as part of a team to share good practice.
   2. Work flexibly providing cover for absent colleagues when required.
   3. Participate in continual professional development and coaching and mentoring to enhance and share good practice.
   4. To liaise with teachers to ensure efficient and effective provision of support.
   5. To assist staff in drawing up medical management plans and risk assessments.
   6. To liaise sensitively and effectively with parents.
4. **Students**

**Safeguarding**

* 1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.
  2. To use specialist skills, training and experience to provide personal care.
  3. To meet students at the start of the day and assist students in moving around college, where required.
  4. To support students where necessary at break, lunchtime and during study periods.
  5. To accompany students on trips and visits as part of their courses.
  6. To promote independence and employ strategies to recognise and reward achievement of self-reliance.
  7. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and Prevent Strategy.

**Discipline**

* 1. Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

**Learner Involvement**

* 1. Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learner needs.

1. **Quality Assurance**
   1. Contribute to the Self Assessment Report and Quality Improvement Plan within the Department.
   2. Participate in the College’s Performance Management Review system and have an annual review meeting with your line manager.
   3. Keep a professional development file to record personal training and development.
   4. To work to improve the quality of provision for students.
2. **Equality and Diversity**
   1. Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.
   2. To contribute to the identification of students with Additional Learning Support needs through contact with feeder schools.
   3. To promote the acceptance and inclusion of students within the classroom.
   4. To encourage supported students to interact and work co-operatively with others and engage in all activities.
3. **Management Information and Administration**
   1. To maintain accurate records of students who are supported.
   2. To ensure data on Inclusive Learning students is accurately maintained using the college’s and the department’s information systems.
   3. To carry out administration duties within the Inclusive Learning department as directed by the Inclusive Learning Manager.
4. **Communications**
   1. Attend College events, briefings and meetings as part of the College’s meeting schedule.
   2. Use the College’s systems, policies and procedures to communicate issues as necessary.
   3. To attend and contribute to the Inclusive Learning Department meetings.
5. **Marketing and Liaison**
   1. Contribute to the marketing and promotion activities of the College and the department.
6. **Management of Resources**
   1. To ensure the Inclusive Learning department is fully stocked with stationery.
7. **Other**
   1. Contribute to the college mission and ethos and support the aims and objectives of the College.
   2. Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook.
   3. Undertake any other duties of an equal nature as assigned by the Principal or their designated alternate.
   4. Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the College.