

Job Title: Learning Support Assistant

Salary: Point 10 Fixed (Business Support)

Line Manager: Equality & Learning Support Manager

Job Description

Job Purpose

To support students with a range of additional learning needs and disabilities with their educational programmes and/or personal care needs.

Key Responsibilities

- To facilitate equal access to information within formal and informal teaching situations, tutorials and cross-college student support and guidance services.
- To provide academic support during all formal, tutorial and informal teaching sessions.
- To provide one to one support during private study sessions to ensure understanding of studies, concepts and information.
- To provide 'drop in' provision for learners to support with assignment work, literacy and numeracy.
- To support students with their personal care needs – including self catheterisation.
- To promote the needs and preferences of students promoting advocacy at all times.
- To liaise regularly with the students tutors regarding progress and issues relating to students communication support needs including preparation and adaptation of resources and materials.
- To attend and contribute to regular reviews and course team meetings.
- To attend weekly meetings and staff development sessions of the LSA team.
- To assist at enrolment and interviews in the identification and monitoring of learning needs and those with other disabilities and learning difficulties.
- To provide note-taking for learners with additional learning needs.
- To keep accurate records of learner support provision.
- To attend internal and external meetings, as required by the Equality and Learning Support Manager.

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To participate in personal professional development activities.
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- Encourage staff to undertake industrial opportunities as part of scholarly activity as appropriate
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

Person Specification

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of education • GCSE Maths and English at grade C or equivalent • Willing to work towards qualifications appropriate to the Department 	<ul style="list-style-type: none"> • City & Guilds 7321-01 Certificate in Learning Support • Basic Skills Level 2 Qualification • Level 2 QCF Diploma in STLS/CCLD/CYP 	<ul style="list-style-type: none"> • Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of supporting students with learning difficulties and disabilities • Experience of working with the public and with young people • Proficient in the use of the Microsoft Office Suite of applications. 	<ul style="list-style-type: none"> • Experience and/or training to support individuals with a visual impairment. • Experience and/or training to support individuals who are autistic • Experience of supporting with personal care 	<ul style="list-style-type: none"> • Application Form
Skills & Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Able to work accurately towards targets and deadlines. • Excellent organisational skills • Ability to work effectively with students, staff and external customers 	<ul style="list-style-type: none"> • Ability to meet and greet in Welsh for the purpose of providing customer service 	<ul style="list-style-type: none"> • Interview
Personal Attributes	<ul style="list-style-type: none"> • Approachable, flexible and professional manner • Strong Team player • Able to use initiative at all times. 		<ul style="list-style-type: none"> • Interview
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with children and vulnerable adults. 		

Mae'r ddogfen hon ar gael yn Gymraeg | This document is available in Welsh

Last Updated: July 2021

