

## Role Description

<b>Role Title:</b> Learning Assistant ( <b>ESOL</b> )	<b>Pay Grade:</b> £23,088 – 23,548 per annum - pro rata for 38 weeks
<b>Normal Place of Work:</b> <b>College Green and Ashley Down Centres</b>	<b>Line Manager:</b> Learning Support Team Leader
<b>Normal Working Hours:</b> 37 - Various across Monday - Friday	<b>Responsible For:</b> No Line Management Responsibilities

### ROLE PURPOSE

The post holder is responsible for:

- A non-teaching post mainly based in the classroom specifically supporting adult students studying ESOL who have a variety of needs including special educational, disabilities and trauma.
- Being proactive in identifying and reducing barriers to learning for students and improving chances of successful outcomes for students.
- Supporting students with a proactive and flexible approach. Delivery of interventions with a wide range of students, across different levels/classroom settings.
- To engage in a morning briefing with curriculum staff regarding supported students.
- To work closely and collaboratively with others including colleagues within Additional Learning Support (ALS) departments and in particular curriculum staff within the ESOL Dept.

### PRINCIPAL ACCOUNTABILITIES

- Delivery of effective, person centred high-quality additional learning support service, allocated by the Learning Support Team Leader, in collaboration with Programme Managers within the ESOL Dept
- Be informed of current practice, legislation, and guidance around additional learning support in Further Education, including Education, Health and Care Plans and the Code of Practice (as applicable) and specifically trauma informed practice.
- Work collaboratively with others to ensure student support overviews are completed, relevant, reviewed regularly and shared with appropriate members of staff.
- Support delivery is co-ordinated with a focussed, short term targeted approach. Purposefully supporting allocated students to achieve, in regard to progression towards qualification outcomes, employment, independence and community inclusion.
- Liaise with and work in collaboration to advise curriculum staff in regard to strategies for support; utilising the student overview.
- Working closely with Study Plus colleagues to ensure students have access to Assistive Technology to support their learning and independence.
- Maintain a safe environment for students, yourself and colleagues by adhering to any specific safety plans and risk assessments, as well as College safe systems of work

- Delivery of exam invigilation as directed by the Learning Support Team Leader and Examinations Manager
- Through the use of college systems, maintain records of student progress, including detailing the effectiveness of interventions, strategies tried and delivered and other information as required by the College, the Code of Practice and current guidance.

### Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

Curriculum staff within the ESOL Dept
Learner Services, including Careers, Safeguarding & Welfare
Additional Learning Support colleagues

### Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

### Values

To role model the College values of: inclusivity, honesty, respect and ambition

### Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

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## Person Specification

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	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
A recognised academic, professional or specialist qualification in an aspect of Care, Additional Support, youth work, mentoring, support or guidance	√		AF/Cert
Educated to level 3 or equivalent.		√	AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			

Delivery of supporting individuals or delivering Care, Additional Support, youth work, mentoring, support or guidance	√		AF/IV
Understanding of current trends and issues in meeting individual support needs, including trauma informed practice.		√	AF/IV
Willingness and commitment to developing a working knowledge of Education, Health and Care Plan and trauma informed practice.	√		AF/IV
An ability to keep individual records in regard to students, including data collection and audit compliance and creation of high quality student overviews/support plans.	√		AF/IV
A clear understanding of barriers to effective student participation, and how to tackle such barriers	√		AF/IV
<b>SKILLS AND ABILITIES</b>			
Ability to promote a first-class person-centred approach to additional support	√		AF/IV
Excellent interpersonal and communication skills, ability to build effective relationships with students, colleagues and other professionals	√		AF/IV
Ability to develop positive, collaborative working relationship with students and colleagues	√		AF/IV
Commitment to self-development and the development of others	√		AF/IV
A strong commitment to and lead exemplary behaviours maintaining an ethos of equality and diversity across the College.	√		AF/IV
Commitment to promote and engender a safe and inclusive learning environment for all students.	√		AF/IV
For staff working with Deaf/Hearing Impaired students – clear in communicating spoken and written English clear in communicating in BSL	√		AF/IV

**\*Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

**Signed: Head of Additional Learning Support**

**Date: 09/04/2024**