

## Job Description

Role Title: Learning Assistant	Pay Grade: LA Grade £20,902.83 - £21,306.19 (38-week term-time-only contract)
Normal Place of Work: Parkway Centre, 1 New Rd, Stoke Gifford, BS34 8SF	Line Manager: Learning Support Team Leader
Normal Working Hours: Various across Monday - Friday	Responsible For: No Line Management Responsibilities

## Purpose of Role

- A non-teaching post mainly based in the classroom supporting students with a variety of special educational needs.
- Reducing barriers to learning for students and improving chances of successful outcomes for students.
- To work closely and collaboratively with others including colleagues within Additional Learning Support (ALS) departments and curriculum staff.

## Principal Accountabilities

1. Carry out an effective high-quality additional learning support service, allocated by the Learning Support Team Leader.
2. Provide individual and group support – in a flexible and responsive manner - to enable students to achieve their full potential.
3. Personal Care where required. E.g. Use of standing frames/hoists.
4. Exam Invigilation for High Needs Students.
5. Supporting well-being activities.
6. Administering medication where required.
7. 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.
8. Work collaboratively with others to ensure student support plans are up to date, relevant, reviewed regularly and shared with appropriate members of staff.
9. Support allocated students to achieve personal outcomes, long and short term, in regard to progression towards employment, independence, community inclusion and health.
10. Liaise with and advise curriculum staff in regard to strategies for support: give guidance and interpretation of EHCPs and other provided information.
11. Ensuring students with additional physical, communication, sensory and/or learning needs are able to access College safely, including support using aids as appropriate.
12. Providing individual or group support during student lunchtimes and breaks.
13. Providing intimate personal care for students, as appropriate and as per support plan.
14. 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.
15. 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

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Curriculum staff in all areas of college	Working in partnership to deliver high quality support for students.
Learning Support Team Leaders and ALS team, including Study Plus	Collaborative working with colleagues to share best practise, strategies and techniques. Provision of peer support and flexibility in daily allocation to ensure all vulnerable students are in receipt of support.
Student Services, including Careers, Safeguarding & Welfare	To ensure that our students wellbeing is maintained and any concerns raised are done so in a timely manner.  Support students to participate in accessing career information and enrichment activities.  Holding and raising our students' aspirations.

## There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

## Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
<b>Qualifications</b>		
A recognised academic, professional or specialist qualification in an aspect of Additional Support, youth work, mentoring, support or guidance		✓
Educated to level 3 or equivalent.		✓
<b>Knowledge and Experience</b>		
Delivery of supporting individuals or delivering Additional Support, youth work, mentoring or related service.	✓	
Understanding of current trends and issues in meeting individual support needs, including Education, Health and Care Plans		✓
Willingness and commitment to developing a working knowledge of Education, Health and Care Plans.	✓	
An ability to keep individual records in regard to students, including data collection and audit compliance and creation of learning plans.	✓	
A clear understanding of barriers to effective student participation, and how to tackle such barriers.	✓	
<b>Skills and Abilities</b>		
Ability to promote a first-class person-centred approach to additional support	✓	
Excellent interpersonal and communication skills, ability to build effective relationships with young people, colleagues and other professionals	✓	
Ability to develop positive, collaborative working relationship with students and colleagues	✓	
Commitment to self-development and the development of others	✓	
A strong commitment to and lead exemplary behaviours maintaining an ethos of equality and diversity across the College.	✓	
Commitment to promote and engender a safe and inclusive learning environment for all young people and vulnerable adults.	✓	
For staff working with Deaf/Hearing Impaired students – clear in communicating spoken and written English clear in communicating in BSL	✓	