

## JOB DESCRIPTION

<b>Post:</b>	Learning Support Assistant for Learning Services
<b>Responsible to:</b>	Programme Team Leader – Learning Services Support and Transition
<b>Salary:</b>	Scale 2 Points 14 – 16 £18,278 - £18,618 pro rata (£15,455 - £15,742 per annum) 37 Hours per week, Term Time Only (38 weeks)
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	To provide support for students with EHCPs, identified learning needs and/or physical support requirements across all mainstream programme areas.
<b>Specific Duties:</b>	<p>To support students in all aspects of college life either in small groups or on 1:1.</p> <p>To promote independent learning.</p> <p>To enable students equal access to lessons.</p> <p>To promote and facilitate Inclusive Practice.</p> <p>To support students to achieve individual targets.</p> <p>To liaise with teaching staff to ensure student access to lessons and feedback on student progress.</p> <p>Assist student in the use of assistive technology, classroom equipment and teaching aids as required.</p> <p>To assist on any excursions or extra-curricular activities, these may also be residential.</p> <p>To assist as necessary with all aspects of students' personal care needs, ranging from help with transport to toileting/feeding support.</p> <p>To help with students' personal hygiene and undertake any necessary cleaning.</p> <p>To undergo any training deemed necessary.</p> <p>To attend departmental meetings.</p> <p>To be flexible and prepared to change routines at short notice.</p>

**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### LEARNING SUPPORT ASSISTANT LEARNING SERVICES SUPPORT AND TRANSITION

The person appointed will need the following skills and experience:

- A GCSE grade 4 (or equivalent) in both English and Maths.
- Experience of supporting individuals to achieve their potential academically.
- Experience of working with students and to facilitate learning, particularly maths and English.
- Experience of assisting students with SEND.
- Experience of supporting students to achieve the outcomes in their EHCPs.
- An understanding of the diagnostic assessments used for assessing student needs.
- A high level of awareness of issues within in education and learning support, as well as knowledge of barriers to learning.
- Excellent interpersonal skills in dealing with staff, students and members of the public.
- Ability to confidently and competently work across a range of ICT programmes e.g. Microsoft Suite, Teams, Outlook, Excel etc.
- The flexibility and willingness to encompass and support new developments in both the curriculum and organisation of the College.
- Experience of working in an environment where sensitivity, empathy and patience are required.
- Demonstrate a flexible attitude towards their work, with a willingness to embrace and support change.
- A commitment to continued professional development.
- The ability to foster students' own personal development through direct assistance.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.