



JOB DESCRIPTION

Post:	Learning Support Assistant – Foundation Studies
Responsible to:	Programme Team Leader – Foundation Studies
Salary:	£20,084 pro rata Term Time Only (38 weeks) Scale 2 Point 16
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	To provide support for students within the Foundation Studies Provision, or individuals with significant identified needs within the wider College framework.
Specific Duties:	<p>To help support students in developing independence and interdependence skills.</p> <p>To promote and facilitate Inclusive Practice.</p> <p>Supervise and assist students in a classroom situation when specific work has been prepared by the staff or other specialists.</p> <p>To support students and implement ILP's within student break times.</p> <p>Assist students in the use of special classroom equipment and teaching aids as required.</p> <p>To produce prepared teaching materials and undertake display work as directed.</p> <p>To supervise/assist individual students' work programmes in a class situation.</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 needs, ranging from help with transport to toileting requirements.</p> <p>To help with students' personal hygiene and undertake any necessary cleaning.</p> <p>To support students in any curriculum area as directed by the Foundation Studies Deputy Team Leader.</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

Ideally, the person appointed will have the following skills and experience:

- a warm and understanding nature;
- a ready sense of humour;
- experience of assisting students with special learning needs;
- the ability to foster students' own personal development through direct assistance.
- Numeracy to Level 1 and Literacy to Level 2. The College are committed to providing appropriate training towards these qualifications.
- To undergo Learning Support accredited training if a suitable qualification is not held.

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.