



## JOB DESCRIPTION

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| <b>Post:</b>                  | Learning Support Assistant – Special Educational Needs (SEN)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Responsible to:</b>        | Head of Campus, Penwith College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Salary:</b>                | £21,050 pro rata (£17,799 per annum – 37 hours per week)<br>Term Time Only (38 weeks)<br>Scale 2 Point 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Conditions of Service:</b> | Truro and Penwith College Conditions of Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Main Purpose of Job:</b>   | To provide support for students with special educational needs, or individuals with significant identified needs within the wider College framework.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Specific Duties:</b>       | <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 Deputy Team Leaders.</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 working with young people and adults with varying levels/ranges of specific learning difficulties, disabilities, sensory impairments and social emotional/behavioural difficulties.
- 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.
- Ability to work with learners in groups or on a one-to-one basis.
- A commitment to inclusive learning and a willingness to gain an understanding of students with Special Educational Needs (SEN).
- Experience of delivering personal care.

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.