# Job Description

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| **Post Title:**  **Job Post Number:**  **Department:** | Learning Support Assistant  LSA/06.2022  Learning Support |
| **Reports to:** | SEND Co-ordinator |
| **Overall job purpose:** | To provide support to learners with physical and/or learning needs within small groups or individually. |

## Grantham College Mission & Vision

To deliver inspirational vocational, technical, professional and higher education and training that empowers people, businesses and the community to achieve their goals.

We will be an accessible, essential, relevant and trusted partner that delivers improved skills and a love of lifelong learning to:

* Better progression opportunities and careers for our students
* Increase productivity and profitability for employers and
* A thriving local economy and community

## Main Duties & Responsibilities

1. To carry out the duties of a LSA, supporting learners on individual/small group programmes agreed with the SEND team.
2. To support learners with physical/learning difficulties.
3. To assist students with needs to have full access to the college facilities e.g. Refectory, Library, e-learning centre.
4. To liaise with academic staff and the SEND Co-ordinator regarding progression of learners on their main stream programme.
5. To assist the SEND Coordinator with routine administrative tasks.
6. To assist with preparation of learning support documentation and materials.

7. To attend Learning Support Team meetings.

8. To operate flexibly recognising the requirements of the learner and the requirements of classes/timetables.

## Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

1. To undertake additional duties as required or requested by College management.
2. To take part in approved staff development as part of the College’s Staff Development

Programme. It is mandatory for employees to complete induction training after which you will receive certificates of completion, which will need to be periodically renewed.

1. To ensure the College Health and Safety policies and procedures are adhered to and safe working practices are observed by themselves and others (including students) for whom you are responsible.
2. To take responsibility for safeguarding and the promotion of welfare for students and vulnerable adults within the College.
3. To carry out all duties in accordance with Diversity, Equity and Inclusion policies and procedures.
4. To ensure knowledge on Safeguarding, Diversity, Equity and Inclusion, The Prevent Duty and Data Protection are up to date through the completion of mandatory training.

# Person Specification

Post Title: Learning Support Assistant

Job post number: LSA/06.2022

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| **Requirements** | **Essential**  **or**  **Desirable** | **Evidence by:**  **App Form (A)**  **Interview (I)** |
| **Knowledge**   * Awareness of disabilities * Awareness of barriers to learning | E E | A / I  A / I |
| **Skills/abilities – interpersonal**   * Flexible with regard to learners supported * Flexible with regards to course support * Excellent interpersonal / communicational skills * Team player. | E D E E | A / I  A / I A / I A/ I |
| **Skills/abilities - other**   * Level 2 Literacy / numeracy * Level 2 IT * Learning Support Qualifications | E D D | A A A |
| **Experience**   * Working with young people in educational, youth work or similar OR * Supporting young people in secondary schools or Further Education | E | A |
| **Work related circumstances**   * Commitment to the promotion of Equality and Diversity * Commitment to the promotion of safeguarding issues * Commitment to College mission and vision * Commitment to development of self and others | E  E  E  E | I  I  I  I |

**Essential attributes:** Those without which a candidate would simply be unable to do the job. Any candidate unable to meet these requirements would normally be rejected at the short-listing stage.

**Desirable attributes:** Those which would be useful for the post-holder to possess

Date Prepared: 14/06/2022