

Job Description and Person Specification

Role: Learning Support Assistant



Job Description

Job Title	Learning Support Assistant
Grade	3
Service	Adult Education Service
Reports to	Line Manager
Location	Southfield Old School
Job Evaluation Code	



About the Service your team will provide

Purpose of the role

To work with English and Maths Managers and tutors to enable learners to maximise their learning by providing learning support to individuals/small groups and learners with learning difficulties and disabilities.

Main Duties & Key Accountabilities

Core Knowledge

Under the direction of a tutor:

- a) assist learners with a range of learning needs to enable them to engage more fully in their English or maths class
- b) support learners with a disability, learning difficulty or pre-literacy to fully access learning
- c) provide assistance to learners in a range of curriculum activities
- d) assist in contributing to the assessment and review of learners' needs and progress
- e) assist in record-keeping relating to learners
- f) undertake designated tasks regarding recruitment, retention, achievement and progression of learners
- g) be proactive in creating a positive and respectful learning environment
- h) help ensure that health and safety requirements are adhered to
- i) respect confidentiality in all aspects of the role
- j) attend appropriate training and staff development opportunities
- k) attend required meetings and contribute to the work of the team

- l) advise tutors and other class members on any issues that may affect the adult/adults that you support
- m) support and encourage learners to take ownership of their own learning
- n) any other duties and responsibilities within the range of the salary grade.

Key relationships

External

National Careers Service
Prospects
Schools, Colleges and Training Providers

Internal

Adult Education staff
Job Coaches and Employment Link Officer
Job Shop staff
Employment & Skills Programme Management Team
SEND Team
Through Care – Looked After Children
HR Team

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Learners under the guidance of the tutor.

Person specification

Job Evaluation Code	
Knowledge	
<ul style="list-style-type: none"> Up to date knowledge of English and Maths Functional Skills including current curriculum practice and issues 	
<ul style="list-style-type: none"> Understanding of the needs of adult learners and learners with learning difficulties and disabilities 	
<ul style="list-style-type: none"> Understanding of the need for confidentiality 	
Skills and Abilities	
<ul style="list-style-type: none"> Good interpersonal skills 	
<ul style="list-style-type: none"> Appropriate communication skills to support learners with a low level of English 	
<ul style="list-style-type: none"> Ability to work as part of a small team to meet the needs of learners 	
<ul style="list-style-type: none"> Ability to keep records and undertake basic administrative tasks 	
<ul style="list-style-type: none"> Ability to use a range of methods to support learning 	
<ul style="list-style-type: none"> Ability to review and reflect on experience 	
<ul style="list-style-type: none"> Commitment to health and safety 	
<ul style="list-style-type: none"> Commitment to undertake appropriate training and staff development 	
<ul style="list-style-type: none"> Ability to demonstrate a positive attitude to equality of opportunity and put it into practice 	
<ul style="list-style-type: none"> Ability to demonstrate a positive attitude to learners' rights, choices, needs and autonomy 	
<ul style="list-style-type: none"> Ability to prepare materials, under the tutor's guidance to meet the needs of learners 	
Experience	
<ul style="list-style-type: none"> Experience of supporting adults, young people or learners with learning difficulties and disabilities in a range of settings 	
Qualifications	
<ul style="list-style-type: none"> GCSE English and Maths qualification at Grade C/4 or Level 2 Functional Skills 	
<ul style="list-style-type: none"> Commitment to personal development 	

Special Requirements

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). N.B For posts subject to Protection of Children and Vulnerable adults.

Date Created		Date Reviewed	
--------------	--	---------------	--