



Coventry City Council

Job Description

Job Title: Learning Support Assistant ESOL

Job Number:

Service: Adult Education Service

Grade: 3

Location: Various

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

Under the direction of the tutor, to enable learners to maximise their learning by providing learning support to individuals/small groups.

Main Duties and Responsibilities:

1. Under the direction of a tutor:

- a) assist adults with a range of learning needs to enable them to engage more fully in their ESOL 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

- Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for:

Responsible to:

Date Reviewed:

Updated:



Coventry City Council

Person Specification

Job Title: Learning Support Assistant ESOL	Job Number:
Service: Adult Education Service	Grade: 3
Location: Various	

Area	Description
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Knowledge:	<ul style="list-style-type: none"> Understanding of the barriers to learning facing adults with English language needs and how these can be overcome
	<ul style="list-style-type: none"> Understanding of the needs of adult ESOL learners
	<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"> Willingness and flexibility to work under the direction of a tutor
	<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"> Some experience of working with adult ESOL learners in a paid, voluntary or informal capacity
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Educational:	A Level 2 English qualification is essential
	Level 2 maths or willingness to work towards a L2 maths qualification



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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 NOT subject to Protection of Children and Vulnerable adults please delete as Appropriate

Date Reviewed:

Updated:

