

# Job Description and Person Specification

Role: Learning Support Assistant



## Job Description

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



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



# **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 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
- n) any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> National Careers Service Prospects Schools, Colleges and Training Providers	<b>Internal</b> 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
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## 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

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

**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**