

Job Description and Person Specification

Learning Support Assistant

Job Details	
Grade	3
Service	Adult Education Service
Location	Southfield Old School
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To collaborate with Delivery Managers and tutors to enhance learner outcomes by providing targeted support. This includes delivering tailored assistance to individuals, small groups, and learners with learning difficulties and disabilities, ensuring equitable access to inclusive learning opportunities</p>

Key Responsibilities and Accountabilities	
Assisting learners with a range of learning needs, enabling them to engage more fully in their English or Maths class or other curriculum areas.	
Supporting learners with a disability, learning difficulty or pre-literacy to fully access learning.	
Providing assistance to learners in a range of curriculum activities.	
Assisting in contributing to the assessment and review learners' needs and progress.	
Assisting in record keeping relating to learners.	
Undertaking designated tasks regarding recruitment, retention, achievement and progression of learners.	
Being proactive in creating a positive and respectful learning environment.	
Helping to ensure that health and safety requirements are adhered to	
Respecting confidentiality in all aspects of the role	
Attending appropriate training and staff development opportunities	
Attending required meetings and contributing to the work of the team.	
Advising tutors and other class members on any issues that may affect the adult/adults that you support.	
Supporting and encouraging learners to take ownership of their own learning.	
Taking responsibility of any other duties and responsibilities within the range of the salary grade.	

Key Relationships	
External: National Career 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

The post holder must comply with Coventry City Council's health and safety policy and in particular:

- 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:

- 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 Equality, Diversity and Inclusion Policy.

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

Responsible for

Learners under the guidance of the tutor.

Person Specification	
Requirements	
Knowledge	Up to date knowledge of English, Maths Functional Skills and Digital Skills including current curriculum practice and issues.
Knowledge	Understand the needs of adult learners and learners with learning difficulties and disabilities.
Knowledge	Understand the need for confidentiality
Skills And Ability	Good interpersonal skills.
Skills And Ability	Ability to support learners with a low level of English
Skills And Ability	Ability to work as part of a small team to meet the needs of learners.
Skills And Ability	Ability to keep records and undertake basic administrative tasks
Skills And Ability	Ability to use a range of methods to support learning.
Skills And Ability	Ability to review and reflect on experience
Skills And Ability	Commitment to health and safety
Skills And Ability	Commitment to undertake appropriate training and staff development
Skills And Ability	Ability to demonstrate a positive attitude to equality of opportunity and put it into practice.
Skills And Ability	Ability to demonstrate a positive attitude to learners' rights, choices, needs and autonomy.
Skills And Ability	Ability to prepare materials, under the tutor's guidance to meet the needs of learners.
Experience	Experience in supporting adults, young people, or learners with learning difficulties and disabilities in a range of settings.
Qualification	GCSE English and Maths qualification at Grade C/4 or Level 2 Functional Skills.
Qualification	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.

Disclosure and Barring Service (DBS)

Does the role require a DBS check?

[Find out which DBS check is right for your employee - GOV.UK](https://www.gov.uk/guidance/what-type-of-dbs-check-do-you-need)

And if so, which type?

Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>
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Declaration

Reviewed/Created By:

Job Title:

Date: