

# Job Description and Person Specification



## 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>	Southfields 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 / Output

To work with the Study Programme Manager and tutors to support young people with additional and special needs in overcoming barriers to learning.

## Main Duties & Key Accountabilities

### Core Knowledge

- To support tutors in the delivery of the curriculum to young people on the Study Programme according to the demands of the service.
- To support learners to overcome barriers to return to education and build confidence, meeting them at the start of the day, during break/lunch times, as appropriate.
- Help learners in a range of curricular activities.
- To prepare and maintain a safe learning environment including setting out and preparing materials for planned learning activities.
- Assist those with additional learning needs to participate successfully in a full range of learning activities.
- To assist in promoting positive relationships, behaviour and independent learning.
- To contribute to the planning and evaluation of teaching and learning activities.
- To observe and record learner performance, development and progress.
- To contribute to self-evaluation processes within the Service.
- To develop and promote relationships with colleagues from other agencies.
- To assist the Study Programme Manager and tutors in writing and maintaining learner records.
- To initiate and maintain display boards.
- To assist the Study Programme Manager and tutors in preparation of programme/lesson materials e.g. photocopying etc.
- To set a good example of high standards of dress, punctuality and attendance.
- To promote the safeguarding and wellbeing of pupils by executing Service policies and procedures.
- To work with pupils on a one-to-one basis or in small groups as directed by the Study Programme Manager/tutors.

## People Management

1. Assist with the allocation and prioritisation of work within the Service, undertaking quality checks to ensure compliance with policy and procedures and external requirements
2. Undertake training of colleagues in office systems/software and procedures and health and safety requirements
3. Any other duties and responsibilities within the range of the salary grade.

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**

## Key relationships

<b>External</b> SEND Team Prospects Job Shop Programme Management Team Schools, Colleges and Training Providers Through Care - LAC	<b>Internal</b> Job Coaches Employment Link Officer Adult Education Staff
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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:

Learners, record keeping and recording information

### Staff managed by postholder:

Study Programme Manager

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Knowledge of the curriculum taught in schools and academies.</li> </ul>	
<ul style="list-style-type: none"> <li>Have an understanding, of young people's learning needs, especially those experiencing interrupted education.</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge of the range of accredited maths, English, ICT and vocational qualifications that are available to young people at Post 16, particularly GCSE and Functional Skills Maths and English and ICT functional skills.</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge of the range of progression opportunities for young people at Post 16</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge of the challenges facing SEND provisions.</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Ability to be flexible and responsive to changing demands.</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to effectively communicate with a range of audiences, pupils, parents, colleagues and other agencies.</li> </ul>	
<ul style="list-style-type: none"> <li>Have excellent organisational skills and the ability to prioritise appropriately.</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality of information</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to work in an emotionally draining environment and keep a professional distance from what can sometimes be upsetting situations.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of responding to ever changing demands</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of effectively working as part of a team.</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of supporting pupils with SEMH/ASD/Poor Physical and/or Mental Health</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of working with young people in a range of settings.</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Educated to GCSE Grade 4 / Level 2 Functional Skills, this must include Maths and English</li> </ul>	
<ul style="list-style-type: none"> <li>Commitment to personal development.</li> </ul>	
<ul style="list-style-type: none"> <li>First Aid trained, or willing to undertake training</li> </ul>	

- Evidence of continued and ongoing professional development

### Special Requirements

- Willingness to undertake training and develop knowledge and skills
- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate

<b>Date Created</b>	January 2021	<b>Date Reviewed</b>	January 2021
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