



Coventry City Council

Job Description

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| Post: | Learning Support Assistant LLDD | Job Number: | |
| Service: | Employment and Skills Adult Education Service | Post Number: | |
| Location: | Various | Grade: | 3 |

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:

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

Main Duties and Responsibilities:

1. Under the direction of a tutor:
 - a) assist adults in basic housekeeping to enable them to engage more fully in the adult education class of their choice
 - b) provide assistance to learners in a range of curriculum activities
 - c) assist in contributing to the assessment and review of learners' needs
 - d) assist in day-to-day record-keeping relating to learners
 - e) undertake designated tasks regarding recruitment, retention, achievement and progression of learners
 - f) Be proactive in creating a positive and respectful learning environment
 - g) help ensure that health and safety requirements are adhered to
 - h) respect confidentiality in all aspects of the role
 - i) attend appropriate training and staff development opportunities
 - j) attend required meetings and contribute to the work of the team

- k) Advise tutors and other class members on any issues that may affect the adult/adults that you support
- l) support and encourage learners in aspects of their basic personal care, including washing and toileting, assisting where necessary
- m) support and encourage learners to take care of their own possessions

- 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

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

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| Location: | Various | Grade: | 3 |

| Area | Description |
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| Knowledge: | <ul style="list-style-type: none">• Understanding of the barriers to learning facing adults with learning difficulties/disabilities and how these can be overcome• Understanding of the needs of adults with learning difficulties and or disabilities• Understanding of the need for confidentiality |
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| Skills and Abilities: | <ul style="list-style-type: none">• Good interpersonal skills• Appropriate communication skills to support learners with disabilities• Ability to work as part of a small team to meet the needs of learners• Willingness and flexibility to work under the direction of a tutor• Ability to keep records and undertake basic administrative tasks• Ability to use a range of methods to support learning• Ability to review and reflect on experience• Commitment to health and safety• Commitment to undertake appropriate training and staff development• Ability to demonstrate a positive attitude to equality of opportunity and put it into practice• Ability to demonstrate a positive attitude to learners' rights, choices, needs and autonomy• Ability to prepare materials, under the tutor's guidance to meet the needs of learners |
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| Experience: | <ul style="list-style-type: none">• Some experience of working with adults who have learning/physical disabilities in a paid, voluntary or informal capacity• Some experience of personal care of other people |
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| Educational: | <ul style="list-style-type: none">• L2 Maths and English• • |
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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). |
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Date Reviewed:

Updated: