# Title: Associate Learning Support Assistant

**Responsible to:**  Student Engagement and Support Manager

**Reporting to:** Learning Support Team Leader

**Date:** January 2019

**Role Summary:**

To provide a high quality, pro-active learning support service to learners who have additional learning needs. To ensure that all learners receiving support achieve as well as their peers and are able to stay as independent as possible. To provide learning support that contributes to an outstanding student experience from the start of their College journey to progression into further study or employment.

##### **Key Responsibilities:**

* To provide high quality in class or small group support to learners identified with additional learning needs, under the guidance of the class teacher, in all learning environments across the college
* To plan, implement and measure the impact of the work carried out in the classroom in order to evaluate its effectiveness and work towards continual improvement of the service
* To record, monitor and track individual students support details and progress in accordance with College policies, procedures and service standards
* To keep up-to-date with developments in learning support education, and in the College curriculum, in order to ensure that support is as effective as possible
* To work directly with curriculum staff, the rest of Student Support, key external stakeholders and other agencies to ensure that the learner journey, from start to finish, meets the social, emotional and learning needs of individual learners
* To be a part of the College’s assessment process, assisting curriculum tutors to gather support data and keeping accurate records that are accessible to all who require them
* To contribute to the development of accurate and relevant performance monitoring and evaluation systems across the department
* To develop an understanding of barriers to learning and the wide range of ways to overcome these; to also develop a comprehensive knowledge of learning difficulties and disabilities and the strategies to alleviate these
* To support the accessibility of learners, where necessary, by pushing wheelchairs around the college site and for short specified distances during off site visits
* To liaise with external organisations to develop and improve our services
* To participate in College marketing activity, both on and off site
* To undertake continuous professional development in line with national standards, and, in particular, to contribute to the development of the Learning Support service within the College
* To offer support as required to the function of Student Support as a whole
* To enable the learner voice and the views of staff to be heard in the development of the learning support function
* To enable learning support procedures to be carried out in line with best practice guidelines with regard to safeguarding, equality and diversity
* To adopt an outward-looking approach to the development of innovative practice which will enable us to deliver consistently outstanding service
* To periodically cover the work of other colleagues within Student Support and take on the management of small projects in order to broaden personal experience

**NOTE:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at December 2017. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Associate Learning Support Assistant**

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| **Criteria** | **Essential** | **Desirable** | **Assessed** |
| **Qualifications** |  | | |
| Maths and English at level 2 | √ |  | Application |
| Evidence of education at level 3 or above |  | √ | Application |
| **Knowledge** |  | | |
| Understanding of College values | √ |  | Application and Interview |
| Understanding of factors that create barriers to learning and strategies to overcome these | √ |  | Application and Interview |
| Knowledge of quality improvement systems and tools to support these |  | √ | Application |
| Knowledge of disabilities and learning difficulties and strategies to support these | √ |  | Application and Interview |
| **Skills and Competencies** |  | | |
| Ability to communicate with external stakeholders and students with conviction and clarity | √ |  | Application |
| Ability to take ownership of issues and problems and work to find an appropriate solution | √ |  | Application |
| Ability to work in an environment of change, contributing and adapting to new ways of working | √ |  | Application and Interview |
| Creative problem solving ability |  | √ | Application |
| **Attributes/attitudes** |  | | |
| Passionate about educational achievement | √ |  | Application and Interview |
| Demonstrates a ‘can do’ attitude and a commitment to outstanding service | √ |  | Application and Interview |
| Organised and thorough in approach to work tasks | √ |  | Application |
| Ability to push wheelchairs short distances on campus and during off-site visits | √ |  | Application |

\*Essential or Desirable