

Sessional Learning Support Assistant

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

POST OUTLINE:

The purpose of this role is to help students with learning difficulties and/or disabilities to participate fully in the college experience and to achieve their learning goals. The post holder will be expected to work within the framework of detailed learning and assessment plans drawn up and monitored by lecturers. The post will also involve supervising students and assisting with the preparation of learning resources and practical equipment and facilities, under the direction of lecturers or tutors.

Post Reports To: Head of Department

Key Accountabilities:

- To assist on the range of programmes where learners need support
- To work with designated learners, in groups or on an individual basis, in accordance with their learning and learning support plans. This may include assisting with:
 - The practice and development of literacy/numeracy needs embedded within the courses
 - The development of practical skills
 - Travel training
 - Enabling learners to be independent
 - Enabling learners to develop social skills and appropriate behaviour
- To provide individualised support for designated learners to meet their learning support needs, including, as appropriate:
 - Establishing new ways of communicating with the learner
 - Enabling the learner to access materials and information for study
 - Taking notes, where the learner's needs necessitate this
 - Transcribing resources to make them accessible for learner's needs
 - Signing or interpreting
 - Enabling the learner to use specialist equipment
 - Assisting the College and/or Tutor, under direction, to facilitate physical access for the learner to all aspects of the programme of learning
 - Providing personal care as agreed with each member of staff (please note that if required by the staff member training will be provided)
- To take responsibility for designated learners additional learning support needs as directed by the line manager or Tutor and to maintain appropriate levels of supervision at all times
- To attend learners' work experience placements, where required, and enable learners in their work experience activities
- To assist in the assessment process, by profiling competencies and recording achievements in liaison with Tutors
- To maintain appropriate records of learners' attendance and progress, including registers, learning agreements, learning support plans and audible records of the level of support provided to individual groups of learners
- To assist the Tutor to prepare and maintain the learning environment and practical equipment for use in learners' learning, including cleaning equipment as necessary
- To assist the Tutor to arrange learner visits, including booking minibuses, preparing booking forms and driving and accompanying learners as required (specifically for LSA's in Life Skills)
- To provide emergency cover for Lecturers under guidance of the relevant Head of Department and your line Manager, e.g. for unexpected sickness (any periods of extended cover to be approved by HOD and Line Manager beforehand and relevant teaching qualifications confirmed) and also with the agreement of the LSA
- To attend meetings appropriate to the LSA role and contribute to team planning activities
- To maintain appropriate standards regarding confidentiality

- To work effectively as part of a multi-disciplinary team liaising with staff as appropriate and with parents under direction

Personal Competencies (Accountable at Level 1 – please refer to ESC Competency Framework):

Core Competencies

- **Valuing Equality and Diversity**
- **Working with People; Team Working, Communication**
- **Results Focus; Drive to Achieve Excellence, Technical Skills & Professionalism**
- **Focus on Delivery; Organisational Awareness, Customer/Student Focus**
- **Self Motivation; Adaptability & Flexibility, Accountability**

Key Relationships:

The post holder will need to form effective and co-operative working relationships, in particular with:

- Head of Department
- Line Managers
- Learners
- Students
- Other college staff

Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All staff are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College's Safeguarding policy and procedures, and undertake mandatory Safeguarding Training.
3. Adhere to and actively promote the College's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
4. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
5. Be committed to professional self-development, through participation in the College continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
6. Comply with and promote College Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
7. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
8. Support cross college events such as Open Evenings and Enrolment sessions when required
9. Adhere to all College procedures as detailed in the Employee Handbook
10. At all times seek to serve the best interests of the College
11. To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.