

JOB DESCRIPTION

Job Reference:	1834
Post Title:	Learning Support Assistant – Term Time Only
Grade:	Support Scale
Responsible to:	LSA Co-ordinator
Responsible for:	No staff

JOB PURPOSE

To implement programmes of additional educational support, personal care and mobility assistance for learners in College.

KEY TASKS AND RESPONSIBILITIES

1. To assist in the support of a range of students the majority of whom will have either learning, physical or behavioural difficulties or a combination of all of these. To work under the guidance of tutors, Senior Learning Leads, managers or other relevant staff members.
2. To assist tutors in supporting learners with Education, Health and Care Plans to achieve their educational outcomes.
3. To accompany students on external visits where necessary.
4. To support students with personal care needs, as and when required and to support learners to move around the College buildings safely.
5. To have an understanding of the underlying educational, social and emotional needs of pupils with physical and learning difficulties including those with specific learning difficulties such as dyslexia.
6. Participate in the assessment of students by formal and informal means.
7. To ensure confidential/sensitive information is handled responsibly and in line with GDPR Regulations.
8. To carry out other such duties as shall be considered reasonable in the circumstances including lunch and break duty, attending internal and external reviews.
9. To carry out additional roles within the College as may be agreed from time to time.

OTHER RESPONSIBILITIES

In common with all other employees of the College, the postholder is expected to:

1. Perform duties to a high standard and to ensure that the quality assurance processes are implemented successfully across the College, particularly those relating to their own role.
2. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety policies and procedures.
3. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.
4. Participate in and make an appropriate contribution to the College's planning and review process.
5. Take a proactive role in the maintenance of acceptable standards of learner behaviour.
6. Contribute to the development and delivery of the College's 5 Pillars within Strategic Plan and to the achievement of the objectives contained therein.
7. To make a full contribution and evidence impactful activity to drive the Equality, Diversity and Inclusion agenda.
8. Keep up to date with issues affecting the role and contribute to staff development activity.
9. To undertake any other duties considered commensurate with the level and responsibility of the role.

COMPLEMENTARY ROLE TO BE UNDERTAKEN

None



APPLICATION GUIDANCE

To ensure we have the right people, with the right skills in the right roles, a competency based approach is integrated into our selection process at the College. Put simply, this means that for each role there is a person specification detailing specific criteria and competencies (or behaviours), which we believe are essential if the job is to be performed well.

The document overleaf entitled 'Learning Support Assistant: Person Specification' provides details of the specific criteria and competencies attached to this post. In the initial application, you are asked to show how you feel you meet these requirements. It is recommended that you use the headings from the Person Specification to help you organise your information. The panel will shortlist applications in line with the Person Specification match. *If you do not meet the 'essential criteria' your application will not be considered for shortlisting.*

You must also attempt to address the competency as listed in the Person Specification overleaf. When providing examples to evidence how you meet each competency, please bear in mind the types of information that we are looking for from each example – an overview of the situation, the actions or task that **you** took and the outcome. Please note that the examples that you give **do not** have to be work-related. Other life experiences can be just as valuable in demonstrating particular competencies or behaviours.

Please visit www.boston.ac.uk to complete an online application form as soon as possible.

Learning Support Assistant: Person Specification

1. ESSENTIAL CRITERIA	SOURCES OF EVIDENCE	
	Application	Panel Interview
Technical & Professional Qualifications:		
Literacy and Numeracy at Level 2 or equivalent	✓	✓
Skills:		
Good written and verbal communication skills	✓	✓
Ability to work both effectively as part of a team and on your own initiative	✓	✓
Experience:		
Experience of supporting individuals	✓	
Knowledge:		
To demonstrate an understanding of Lifelong Learning Difficulties and Disabilities (LLDD)	✓	✓
An understanding of safeguarding and a commitment to creating a safe learning environment and demonstrate your suitability to working with children, young people and vulnerable adults	✓	✓
2. COMPETENCIES		
Building Trust: Interacts with others in a way that gives confidence in one's intentions and those of the College		✓
Coaching: Provides timely guidance and feedback to help others strengthen their skills and knowledge.		✓
Contributing to team success: Actively participates as a member of the team to ensure the team moves towards the completion of its goals.		✓
Work Standards: Sets high standards for self and others, assumes responsibility and accountability for completion of tasks on behalf of the team.	✓	✓
3. DESIRABLE CRITERIA		
An awareness of the importance of Equality & Diversity	✓	✓
Experience of working with individuals with LLDD	✓	✓