

Job description: Learning Support Assistant

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| Status | Permanent |
| Base | Cross Centre Post holder will be required to work across college sites and at other locations |
| Grade | APT&C |
| Salary | Circa £30,417 incl LWA <i>It is our policy to normally appoint at the bottom of the salary scale</i> |
| Hours of work (per week) | 36 hours per week |
| Reports to | ALS Manager |
| Manager to | No Line Management Responsibility |

ROLE PURPOSE

To provide support for learners with a range of support needs, such as Autistic Spectrum Disorders, Mental Health, ADHD etc. to help them achieve their learning goals. To promote the inclusion of students who have learning difficulties and or disabilities. To work alongside ALS and Curriculum staff to devise strategies to facilitate 1-1 or group support that leads to the achievement and progression of students with Learning Support needs.

MAIN ACCOUNTABILITIES

1. To agree support plans with learners who have a variety of needs; to monitor the effectiveness of support arrangements and to monitor and review learner progress

2. To plan the delivery of support and to provide support as required inside and outside the classroom to enable them to fully participate in activities
3. To establish constructive relationships with learners and interact with them according to individual needs
4. To work closely with tutors in the planning, monitoring and reviewing of learners' progress
5. To support learners with their work and to help learners develop their social skills, planning and time management skills, confidence, self-esteem and independence
6. To work proactively to encourage learners to attend classes and achieve their learning goals. To follow up non-attendance promptly and provide support and guidance to encourage a return to classes
7. To regularly review learners' progress and provide feedback to learners, parents, ALS Manager and external stakeholders as appropriate
8. To keep accurate records of all support work carried out and to present information as required for census and audit purposes
9. To remain vigilant as to the welfare and safeguarding concerns of students and escalate these with support from with Line Manager and in accordance with the College's Safeguarding Policy and Procedures

GENERAL COLLEGE RESPONSIBILITIES

- All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:
- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues.
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive.
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation.
- We promote equality, diversity, and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours.
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do

- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, “can do” and solution focused approach, supporting our students and customers and maintaining Morley’s reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will develop productive working relationships across the College. In particular this role will work closely with:

- Student Services teams across the College
- Information Services Staff
- Facilities and Security staff
- Curriculum staff

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title: Learning Support Assistant

Essential Criteria:

- Educated to Level 3 or Equivalent or above
- Experience of working face to face with students
- Experience of supporting students with a range of disabilities and learning difficulties (i.e. Autistic Spectrum Disorders including Asperger Syndrome, Dyslexia, Mental Health, ADHD etc.)
- An understanding of the Further and Adult Education landscape and the expectations of students within this environment
- Knowledge of challenges faced by individuals in accessing education
- Experience of working in a team in a pressured customer focused environment
- High Level of IT Skills across with experience of working with Microsoft Office products
- Track record of liaison across organisation to meet common goals

- An understanding of the correlation between a high level of student support service and the success of the college
- An inherent understanding of the college's commitment to Equality and Diversity and the capacity to act on this on a day to day basis
- Have a commitment to, and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post
- An awareness of Safeguarding and Prevent and the ability to create and sustain an environment in which the safety and welfare of children and vulnerable adults is paramount
- If regular access to children or vulnerable adults (regulated activity). This role is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an enhanced DBS check and barred list check.

May 2024