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**JOB SPECIFICATION**

**Post Title:** Learning Assistant

**Line Manager:** Learning Services Manager

**Responsible for:** N/A

**Pay Band:** Support Band B

**JOB PURPOSE**

To provide high quality learning support for students with learning difficulties or disabilities, on any level or type of programme.

Work cooperatively with Learning Services Team and curriculum areas to continuously develop and improve support for learners.

Safeguarding and promoting the welfare of children, young people and vulnerable adults.

**SPECIFIC DUTIES**

1. Ensure learners with additional support needs are engaged and effectively supported in learning activities in the College in both group and individual teaching situations.
2. Support and work under the direction of subject lecturers in class, supporting the tutor with class management issues when appropriate.
3. Adopt a range of strategies to support each learner to become more independent in the classroom, workshop, College and wider environment.
4. Develop and maintain effective and appropriate relationships with learners to support learning.
5. Promote inclusion and participation and promote behaviour which demonstrates respect for others.
6. Contribute to appropriate out of class learning activities which consolidate and extend work carried out in class.
7. Support lecturing staff and Senior Learning Assistants in ensuring an effective, productive and safe/healthy learning environment for specific students.
8. Contribute to the monitoring of learners’ progress; provide feedback to learners and relevant staff in relation to progress and achievement and complete Learner Support Records thoroughly.
9. Use ICT effectively to support learning activities and develop learners’ competence and independence in its use.
10. Work flexibly to support learners which may necessitate sudden or frequent change to timetable.
11. Provide some personal care, including toileting where necessary (appropriate training would be provided)
12. Invigilate exams as necessary.

**GENERAL DUTIES**

* Work flexibly to meet College requirements including working in other departments as directed by your line manager.
* Comply with all College policies and procedures.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Comply with agreed dress code and the College’s Policies and Procedures appropriate to the job role and the tasks to be completed.
* Participate in Performance Management and Professional Development activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the job holder in so doing.



**PERSON SPECIFICATION - Learning Assistant**

As a College employee you will be expected to embrace College values and implement College policies and procedures by:

• Seeing learners as our priority  
• Embracing equal opportunities and respecting diversity  
• Working co-operatively with colleagues  
• Respecting and valuing the work of all our stakeholders  
• Striving for continuous improvement  
• Adhering to College policies and procedures  
• Promoting the welfare of children, young people and vulnerable adults

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications** | * Educated to Level 3 (A level or equivalent) * GCSE Maths and English (A to C) or equivalent * IT qualification or proven competence | * Knowledge of Functional Skills Level 2 * Experience of delivering GCSE English & Maths |
| **Experience** | * Experience of working with 16+ year old learners * Experience of working with individuals with additional needs in an educational or care setting. |  |
| **Knowledge and Skills** | * An understanding of the implications for learning of the most common additional support needs, including ASC, Dyslexia and ADHD * Ability to develop and maintain effective relationships with learners that promote learning * Ability to communicate effectively with learners. * Awareness of ways to structure and present information and ideas clearly and effectively to support learning * Ability to provide support that builds on the learner’s experience, learning preferences and levels of independence and encourages learners to work independently where possible * Ability to document learner progress effectively. * Ability to deal appropriately with challenging behaviour * Capacity to work reliably as a team member * A calm, patient disposition * Comfortable with providing personal care as necessary. | * Knowledge of access technology * Knowledge of the implementation of Education, Health and Care plans |

Applicants will not normally be considered for appointment unless they meet the Essential requirements for the post