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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Learning Support Assistant

**Department:** Learning Support

**Hours:** Flexible Hours per week, (Term time only). Weekend and evening working may be required when business needs demand.

**Responsible to:** Associate Programme Co-Ordinator

**Reports:** n/a

**Salary / Scale:** Support Spine - Band 3 - £8.72 - £8.82 (pro rata to £17,004.00 –

£17,208.00 for a full time equivalent post)

**Date of Issue:** Jan, 2021

Associate Programme Co-Ordinator

Learning Support Assistant

**Organisation Chart:**

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1. **Aims and Purpose of the Post**
   1. The provision of high quality focussed learner support through improving study skills whilst accurately reporting on progress. This will include 1 to 1 learner support, keeping support log books, maintaining support logs in line with EHC Plans and SEND reforms in ensuring high standards in attendance, retention and in providing effective support intervention in supporting learners at risk.
   2. The development of learning support materials.
2. **Specific Responsibilities**
   1. To assist in the training of students attending full-time, part-time and short courses as directed by the Associate Programme Co-Ordinator.
   2. To support other students and trainee groups including the maintenance of records of achievement and undertaking training visits.
   3. To counsel, motivate and mentor learners and maintain discipline as required.
   4. To participate in demonstrations and practical activities with students and trainees on all courses.
   5. To provide objective and accurate feedback to learners and report as required on attendance and progress.
   6. Build and maintain professional and meaningful relationships with learners, treating them with consistency, respect and consideration.
   7. Be a role model to promote positive values, attitudes in supporting tutors to manage behaviour.
   8. To carry out all functions in accordance with current legislation, codes of practice and College policies.
   9. To attend day and evening meetings, courses, College Open Days, Parents evenings and other Public Events considered being of benefit to the College and the individual.
   10. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   11. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   12. To manage student conduct in accordance with College policies.
   13. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   14. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   15. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   16. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational or curriculum area other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

10% discount on College courses On-site Gym

Subsidised catering Free onsite parking

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| --- | --- |
| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** | |
| **Person Specification – Learning Support Assistant** | |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum full Level 3 qualification | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Level 2 learning support qualification or equivalent or willingness to achieve within the first 12 months | X |  |
| **Experience & knowledge** |  |  |
| Experience of working with young people with physical difficulties or learning difficulties |  | X |
| Experience of working with young people and meeting their particular needs and requirements | X |  |
| Experience of working with confidential information and knowledge of how to keep information safe | X |  |
| Ability to utilise strategies to support pupils in achieving learning goals | X |  |
| **Ability/ Skills** |  |  |
| Ability to establish good working relationships with students acting as a role model | X |  |
| Ability to communicate effectively with students at all levels | X |  |
| Ability to organise own tasks with minimum supervision and to set and work to agreed targets. | X |  |
| Committed to providing outstanding customer service | X |  |
| Ability to work as a part of a team appreciating and supporting the role of the other people in the team | X |  |
| Able to understand and carry out instructions | X |  |
| Able to keep accurate records in line with college expectations | X |  |
| **Personal Attributes** |  |  |
| Proven ability to work flexibly and able to work outside in land-based provision irrespective of weather | X |  |
| Strong team player | X |  |
| Maintain appropriate professional boundaries | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and vulnerable young adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service website.