

## Job Description

# Higher Level Learning Support Assistant

**Responsible to:** Head of Education

**Responsible for:** Learning Support Workers

**Job Purpose:** To assist the Head of Education in coordinating, supervising and supporting the work of the Learning Support Worker (LSW) team as well as individual LSWs in order to provide an excellent quality of learning support across the Organisation.

### Key responsibilities

#### Main

1. Take personal responsibility to ensure you are fully informed of all matters relating to the welfare of learners by keeping up to date with reading relevant paperwork.
2. Uphold the safeguarding and promotion of all learners at all times.
3. Demonstrate excellent practice and provide support, advice and guidance on a range of daily issues to all members of the LSW team.
4. Work with individual colleagues within the LSW team to ensure the progress of individual learners or small groups of learners in a range of different subject areas.
5. Support and guide less experienced LSWs' work and lead training for other LSWs.
6. Assist in the monitoring of teaching and learning.
7. Assist in the line management of colleagues within the education team.
8. Take the lead for developing one or more areas of expertise within the wider team (for example, accredited learning, communication, essential skills or behaviour support).
9. Play an integral role in pre-entry three-day assessments of potential learners.
10. Lead sessions or cover for colleagues as required.
11. Establish positive relationships with learners, acting as a role model and being aware of and responding appropriately to individual needs.
12. Take responsibility for the progress of learners, working together with tutors to implement planned learning activities.
13. Promote the inclusion and acceptance of all learners within the classroom at all times.
14. Participate in planning and evaluation of learning activities with the tutor, providing feedback to the tutor on learner progress and behaviour.
15. Monitor and record learner activities as appropriate, writing records and reports as required.
16. Support learning by developing resources for lessons and activities under the direction of the tutor.
17. Assist with resolving behavioural and emotional problems of learners to ensure the welfare of the learners in your care.
18. Work together with members of staff in all areas of the Organisation to achieve best results for learners and colleagues.
19. Be an active member of the Education Management Group.

General

1. Working according to the policies and guidelines of the Organisation.
2. To be committed to Continuous Professional Development (CPD).
3. Improving your own understanding of the values that underpin the work in the Organisation by attending relevant induction and training.
4. Respect confidentiality at all times.
5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature: .....

Date: .....

Employee Signature: .....

Date: .....

# Person Specification

## Higher Level Learning Support Assistant

Requirement	Essential or Desirable?	How Assessed?
<p><b>Knowledge &amp; Understanding:</b></p> <p>Relevant qualification in supporting learners in education (NVQ or equivalent).</p> <p>A good understanding of relevant issues for learners with learning difficulties and disabilities.</p> <p>Experience in working with learners with learning difficulties and disabilities.</p> <p>Awareness of Health &amp; Safety and safeguarding needs of learners.</p>	<p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Interview</p>
<p><b>Skills &amp; Abilities:</b></p> <p>Excellent interpersonal skills.</p> <p>Excellent communication skills.</p> <p>Good planning skills.</p> <p>Good organisational skills.</p> <p>Good IT skills.</p> <p>Ability to work effectively with learners with learning difficulties and disabilities, including emotional and behavioural difficulties and challenging behaviour.</p> <p>Ability to prioritise workload and meet strict deadlines.</p> <p>Ability to work independently and as part of a team.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application &amp; Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>Personal Attributes:</b></p> <p>Sensitive to learner needs and ability.</p> <p>Self-motivated.</p> <p>Innovative.</p> <p>Commitment to personal development.</p> <p>Flexible in approach.</p> <p>Reliable.</p> <p>Honest.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Reference &amp; Interview</p> <p>Reference</p>