

POST TITLE: Learning Support Assistant

DIRECTORATE: Climate Homes & Economy

SERVICE: Employment Skills & Adult Learning

GRADE: Scale 5

LOCATION: Within Hackney

RESPONSIBLE TO: Curriculum Manager

PURPOSE OF THE JOB:

- To work under the instruction and guidance of teaching and management staff to support learners with learning difficulties and/or disabilities; to enable access to learning and carry out work that helps these learners to stay on their course and achieve their targets or qualifications.
- To assist the tutor in the management of learners and the classroom. Work may be carried out in the classroom or outside the main teaching area, for short periods of time.
- To support curriculum areas with the initial assessments and the appropriate placement of learners onto courses.
- To promote and publicise learning opportunities to residents and to offer Information, Advice and Guidance as appropriate including as part of the service's outreach programme at various sites in the community

MAIN AREAS OF RESPONSIBILITY:

The postholder will have lead responsibility and accountability for the following:-

1. To be accountable to the line manager for achieving agreed outcomes, output and personal review targets
2. To be responsible for providing on-course support to learners with learning difficulties and/or disabilities both in the classroom, online and throughout the service.

3. To assist teaching staff in all aspects of lesson preparation and support teaching staff in the delivery of the curriculum to students with additional learning support needs; to keep an up to date support log in accordance to GLA funding guidelines
4. To be an active member of the learning support team and assist in the development of individual programmes and the assessment of learner progress.
5. To share knowledge and experience with other members of the team to ensure a high level of standards are maintained and ensure agreed procedures and processes are in place and adhered to.
6. To carry out initial assessments and assist with enrolment and placement of learners on courses as required, including as part of the service's outreach programme at various sites in the community
7. To assist with enrolment weeks, open days and other events as required
8. To promote the inclusion and acceptance of all learners. Encourage learners to interact with others and engage in activities led by the tutor. Set challenging and demanding expectations and promote self-esteem and independence.
9. To work with teaching staff to monitor attendance and increase learner retention, attainment and progression
10. To deliver pastoral support and to provide support for ALS learners during non-teaching times to assist with their study skills and wider skills development
11. To help tutors in the identification of appropriate resources for student learning and to contribute to the development of learning resources including the use of educational technology appropriate to the courses being supported
12. Provide feedback to learners in relation to progress and achievement under guidance of the tutor. To carry out and write up necessary observations to inform and evaluate learners' needs
13. Promote good classroom behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
14. To invigilate learner exams including through special arrangements if requested and if appropriate
15. In conjunction with the Employment, Skills and Adult Learning Service team to promote and publicise learning opportunities to residents and to offer Information, Advice and Guidance as appropriate
16. Ensure that quality assurance procedures are followed, working with other staff to maintain standards in line with the requirements of the Matrix standard and Ofsted Inspection Framework
17. In conjunction with Curriculum Managers, to carry out initial assessment sessions in the community and facilitate the effective placement of learners on courses
18. To check learner eligibility and enrol them onto courses and to play a central role in service enrolment days to maximise the recruitment of learners
19. To support learners to complete the London Learner Survey at the start of their course

20. Attend Employment, Skills and Adult Learning Service team meetings and present updates on curriculum support work
21. To attend external careers events, network meetings and mandatory training
22. Support additional funded projects, as appropriate
23. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.

OTHER DUTIES AND RESPONSIBILITIES:

- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager
- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with our policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

NB. There is a requirement to pass an Enhanced DBS check for this role.

LONDON BOROUGH OF HACKNEY

Person Specification

Qualifications

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| 1. | NVQ 3 Teaching Assistant qualification or equivalent or qualified to Level 2 and willing to work towards a qualification in Learning Support or Teaching Assistant and Learning qualification at Level 3 |
| 2. | GCSE (or Level 2) English and Maths grade 9 – 5 (A* - C equivalent) |

Experience

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| 4. | Working with adults from varied backgrounds and with varying needs including learners whose first language is not English |
| 5. | Proven experience of working with adults including young adults who have learning difficulties, disabilities or who present challenging behaviour |
| 6. | Previous experience of working with students and supporting them in an educational environment |

Knowledge, Skills & Abilities

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| 7. | Awareness of health and safety procedure including Safeguarding & Prevent and willingness to undertake training |
| 8. | Commitment to equal opportunities and a knowledge and understanding of Equality Act |
| 9. | Ability to work with adults in the exploration of their learning needs including support for adults with complex needs |
| 10. | Training in the relevant learning strategies e.g. literacy and knowledge of quality improvement requirements in line with the Ofsted inspection framework |
| 11. | Awareness of information sources relevant to education needs of adults |
| 12. | Excellent organisational and administrative skills including record keeping |
| 13. | Excellent communication and presentation skills, both written and verbal |

14	Ability to use ICT effectively to support learning, working at an equivalent of a level 3 qualification, with a knowledge of required e-safety measures
15.	A flexible approach and excellent attendance to provide stability for learners
16	Ability to self-evaluate learning needs and actively seek learning opportunities

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies