

# Job Description

**Job Title:** Learning Support Assistant  
**Reports to:** Learning Support Manager  
**Department:** Curriculum & Quality  
**Salary:** £23,151.49- £23,710.99 FTE - 22.5 hours per week, term time (38 weeks a year)

## Overall Purpose

To support teaching, learning and assessment by working closely with tutors in lessons to enable our students to achieve, progress and develop independence all in accordance with our organisational values:

Equality

Empowerment

Respect

Sustainability

## Core Duties

### Responsibilities:

- Support the effective embedding of literacy, numeracy, communication, IT, British Values and Prevent in all aspects of learning.
- Support the incorporation of a student's individual English, Maths, behaviour and communication plans.
- Develop and adapt new learning resources to enhance the learning experience and enable greater independence.
- Ensure that all students are supported appropriately and receive a safe learning experience, which meets both their individual needs and those of their EHCP.
- Support the process of tracking a student's progress, including accurate record keeping and providing timely feedback to stakeholders as required.
- To "step in" for a tutor, using planning documents and resources if required.
- Ensure the safety of students by supporting and adhering to risk assessments.
- Provide mobility and personal care support to our students.
- Support students during social breaks, on visits and work placement opportunities.
- Attend person-centred planning reviews.
- If necessary, travel to meet with the student.
- The above list is neither exhaustive nor exclusive, and the post holder will be expected to undertake any other duties within his/her capability and experience that may be relevant and necessary to fulfil the post effectively.

### General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

# Person Specification

We shortlist candidates based on essential and desirable criteria. We evidence the attributes using the application form and qualification certificates, and during interviews and skill tests.

## Education & Qualifications

| Attribute  | Criteria  | Evidence         |
|--|-----------|------------------|
| English & Maths at Level 2 or above  | Essential | App Form & Certs |
| Level 2 STLS / Teaching Assistant qualification (or willing to work towards within first 12 months of appointment) | Essential | App Form & Certs |
| Level 3 qualification  | Desirable | App Form & Certs |
| Level 2 Understanding Autism or willingness to work towards within probationary period                             | Essential | App Form & Certs |

## Experience, Knowledge & Abilities

| Attribute  | Criteria  | Evidence             |
|--|-----------|----------------------|
| Experience of working with sensitive issues and perceptions                | Essential | App Form & Interview |
| Experience of working in education with young people with learning needs   | Essential | App Form & Interview |
| Experience of working with behaviours of concern                           | Desirable | App Form & Interview |
| Experience / interest in the vocational areas offered by Homefield College | Desirable | App Form & Interview |

## Interpersonal Skills & Qualities

| Attribute   | Criteria  | Evidence |
|---|-----------|----------|
| Able to bring your own skills and interests to enhance learning   | Essential |          |
| Have creative and innovative ideas that overcome barriers to teaching, learning and assessment  | Essential |          |
| Able to work on your own and as part of a team  | Essential |          |
| Flexible approach and able to respond to the needs of the students  | Essential |          |
| Able to communicate professionally with stakeholders  | Essential |          |
| Have a genuine desire to improve the lives of both our students and residents and is passionate about equality, diversity and inclusion | Essential |          |
| Self-motivated and proactive approach   | Essential |          |

*Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service/business needs.*