Unlocking potential, changing lives

Job Title	**Learner Support Assistant**
Location	Skipton, multi site
Rate of pay	Craven College Harmonised Scale
Post No	B288A

JOB PURPOSE

To assist teaching staff with teaching and learning of individual and small groups of students, with additional support needs.

Under the direction, support and guidance of teaching staff, taking responsibility for some learning activities within the overall teaching plan.

To ensure that the service directly contributes to positive student outcomes, improved success rates, increased employability and appropriate progression for every student who uses the service.

Craven College aspires to be a leading college in digital education, and all business support staff are expected to possess the digital competencies relevant to their role. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services.

KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To work with students across all curriculum types and delivery to discern need, negotiate targets, plan, deliver and review personalised learning strategies;
- To seek ideas, consult with colleagues and introduce innovative ways to embed the accurate and consistent use of English and Mathematics skills within planned learning and classroom environment as appropriate;
- You will ensure maximum engagement by your students in English and Maths, resulting in English and Maths success rates of at least the national average for 16/17;
- To support pre- planned learning/behaviour activities as directed by the tutor;
- Using agreed structured observation, as directed by the tutor, to feedback on student behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students;
- To interact with students in ways that support the development of their ability to think and learn, including the use of careful questioning;

- To support independence and enable students to successfully complete their chosen course of study and to gain the skills necessary to progress to the next level of study, work or independence and to assist in the recording of competence assessments;
- To assist in escorting and supervising students on educational visits and out of school
- activities;
- To carry out tasks associated with students' personal hygiene in line with specific needs, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence;
- To share appropriate information about students with tutors and other professionals as required, with due regard to professional boundaries, maintaining appropriate levels of confidentiality;
- To at all times respect the student's rights to self-advocacy whilst encouraging independence and self-help skills;
- To be aware of the objectives of each activity and relate to students in accordance with the specific wishes of the tutor, Education, Health and Care Plan (EHCP) outcomes where appropriate, College Policy and curriculum requirements;
- To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
- To assist with student travel arrangements to include collection;
- To supervise students during lunch and break times as requested;
- To assist the student with the preparation of equipment and materials for teaching sessions to include cleaning where necessary, (within the timetabled session);
- Under the direction of the tutor, to assist in the adaptation of learning materials and activities to meet the needs of individual students;
- To be vigilant and observe the health and safety regulations and practices with regard to the learning environment;
- To function as an effective team member within the department and across the College;
- To participate in course team/staff meetings where appropriate;
- To contribute to statutory annual reviews or other meetings as required;
- To participate in the College's appraisal scheme, attend relevant staff development as necessary and undertake continuous professional development in line with College policy and legal requirements;
- You will be expected to be fully conversant with and implement the College's range of equality and diversity, safe guarding and prevent policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To ensure that interaction with learners is inclusive and fosters good relations between different groups of people, paying attention to specific needs identified by the tutor through assessment whilst being mindful of cultural or gender differences;

- Any other duties commensurate with grade and status as may reasonably be requested.
- To undertake any other reasonable duties and responsibilities as may be required

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

Essential Requirements

- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame);
- Experience of supporting people who have learning difficulties and/or disabilities;
- Ability to communicate effectively and develop rapport with vulnerable adults and young people with special needs or learning difficulties;
- Able to assist lecturing staff in the delivery of Individual Learning Plans and students core or essential goals;
- Ability to assist in the maintenance of student records and provide reports as required;
- Possess an approved Disclosure & Barring Service Enhanced Disclosure certificate.
- Ability to effectively use digital tools and platforms. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services or willing to work towards.

Desirable Requirements

- Digitally literate;
- Appropriate level 3 qualification in support, or willingness to work towards;
- Current First Aid Qualification

CONDITIONS

Hours are dependent on School timetable requirements, student numbers and classes running and are variable.

A full enhanced disclosure check via the Disclosure and Barring Service will be required for this post.

Term-time only roles are typically student-facing, so it is not possible for you to take holidays during term-time. Holidays are deemed to be taken outside college term times. Term Time only staff receive an additional entitlement of one week's equivalent of 'efficiency hours' to use for minor absences, for example where medical/dental appointments are necessary during term.

Payment for the holidays and leave that you are entitled to is incorporated in your salary.

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VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives Unlocking potential

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

1.0 We are ambitious for our students and staff, striving for excellence in all we do
2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk