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# Job Description

**Apprentice - Learning Support Assistant**

Job Title: Apprentice - Learning Support Assistant

Fixed Term Post for approx. 18 months

School: Foundation Learning

Hours: 36 hours per week, 52 weeks per year

Reports to: ALS Manager/Senior LSA

Location: Harrow Weald/Harrow-on-the-Hill Campuses

**Purpose of the Job:**

To support students with learning difficulties in the Workplace and the College

**Duties:**

1. To work with students either on a one to one basis or in small groups.
2. To help the student integrate into the workplace and classroom.
3. To liaise with Course Tutor and other appropriate personnel
4. To undertake the following (as appropriate and as agreed):

-to maintain safe working practice for yourself and students through awareness of Health and Safety Legislation

-act as note taker

-discuss subject matter with student,

-to understand, explain and help collate information,

-encourage students to produce assignments and meet course deadlines,

-to assist the students in accessing the site,

-to assist students in practical workshops,

-to assist the students with personal hygiene & personal care (where required).

-to supervise students during breaks and lunch periods (as necessary).

-to ensure safe travel and support during educational trips and visits.

-to complete formal termly reviews and keep accurate records regarding the students progress.

- travel train students between home, college and work placement where required

-assess students and match them to appropriate jobs where required

-negotiate with employers the individual requirements of students where required

-provide on the job coaching, assessment monitoring and support to both student and employer. This could necessitate working unconventional hours.

-agree and carry out vocational action plans with students

-undertake a vocational profile on each student to establish their career potential where required

-actively assist in the finding and targeting of employers who offer either jobs or work experience where required

-assist in the creation of an employer database where required

# General Duties

* To promote the efficiency and effectiveness of the Department.
* To contribute to the management of students throughout the College and work placement.
* To participate in a programme of personal staff development, staff conferences and appraisal system, appropriate to both individual and College needs.
* To support the ethos of Harrow College, its marketing and recruitment activities.
* To participate fully in the development of effective teams throughout the College.
* To maintain the highest standards in accordance with the policies of the Corporation.
* To participate in Open Evenings, Parent/Student Consultation Evenings and other College events.
* To use Information Technology where appropriate and demonstrate a commitment to development own IT skills.
* To assist with promotion, supervision, management and administration of such College activities as may be required from time to time. In particular to support the enrolment activities of the College at busy periods.
* To carry out other duties as may reasonably be required by the Line Manager.

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| **Further Education is an every changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Learning Support Assistant**

**Person Specifcation**

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| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| **Qualifications, Knowledge, Skills and Experience** |  |  |  |
| Good standard of education including Maths and English, preferably minimum of GCSE Grade C/Level 4 or equivalent\*\* | **** |  | AF/Cert |
| Willing to work towards an apprenticeship (Teaching Assistant Level 3) | **** |  | AF/Cert |
| Experience of working with or supporting young people |  | **** | AF/IV |
| Experience of working with people with learning difficulties/ disabilities and/or challenging behaviour |  | **** | AF/IV |
| Good communication skills, both verbal and written | **** |  | AF/IV/T |
| Good literacy and numeracy skills | **** |  | AF/T |
| Good organisational skills | **** |  | AF |
| Ability to engage, support and motivate learners | **** |  | AF/IV |
| Able to help students access all parts of the site and empower them to travel independently | **** |  | IV |
| Flexible approach to work | **** |  | AF/IV |
| Ability and willingness to work on both the Harrow Weald and Harrow on the Hill Campuses | **** |  | AF/IV |
| Ability to work effectively as part of a team | **** |  | AF/IV |
| Understanding of the difficulties facing individuals with learning difficulties/disabilities | **** |  | AF/IV |
| A commitment to Equal Opportunities and an understanding of Equality and Diversity issues | **** |  | AF/IV |
| Commitment to personal professional development | **** |  | AF/IV |
| Ability to demonstrate patience and empathy | **** |  | IV |
| An understanding of the importance of Safeguarding in an education environment | **** |  | AF/IV |
| Administrative experience including working knowledge of Word, Excel, and databases |  | **** | AF/IV |
| **Competencies**  *Support staff should be able to demonstrate competency in the following areas:*  Communication; Planning and Organising  Working Together; Customer Service  Adaptability/Flexibility | **** |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Skills test at interview stage)

Cert = Certificates checked on induction

\*\*Please note that if candidates do not hold equivalent to Grade C or above in English and maths, they may be required to undergo literacy/numeracy assessments at pre-selection stage).