

**Job Description**

**Senior Learning Support Assistant**

**Job Title:** SeniorLearning Support Assistant

**Section:** Learning Support

**Grade:**  Scale 6 (pt. 26 - 28)

**Hours**: 36 weeks per year, 40 weeks per year to cover term times

**Base:** Uxbridge/Hayes

**MAIN SCOPE OF POST:**

To timetable Learning Support Assistants across a range of courses in both Uxbridge and Hayes campuses, including Cross College and Foundation School in collaboration with other Senior LSAs. To work as a member of the Learning Support team in the support and supervision of students with learning difficulties and/or disabilities.

**MAIN DUTIES OF POST:**

**Co-ordination Duties (in collaboration with other Senior LSAs)**

1. To supervise and arrange appropriate allocation of Learning Support Assistants across courses ensuring students have identified support.
2. To produce timetables for all Learning Support Assistants and update as needed. (Lunchtime and taxi rota where needed.) Coordinate the redirection of LSAs to maintain effectiveness and efficiency of resources, eg. class cancellations.
3. To induct and mentor new Learning Support Assistants into the college, ensuring shadowing arrangements are in place and monitor their development.
4. To assist the Head of Learning Support and CTL, in carrying out the appraisal process for identified LSAs
5. To ensure that new Learning Support Assistants have undertaken mandatory training (eg. Safeguarding, Prevent and Invigilation training).
6. To liaise with Section Managers, Course Team Leaders and Lecturers across the College to ensure students’ needs are met effectively and to ensure regular communication with respect to the progress of students.
7. To respond to requests from the Examinations Department to ensure provision is in place to meet students’ exam access arrangements.
8. To update students’ records and complete LS Notifications spreadsheetto ensure the accurate processing of the funding claim - liaising closely with the Funding Administrator.
9. To provide information to the Head of Learning Support to enable the accurate checking of Learning Support Assistants’ timesheets, including core hours.
10. To advise HR of sickness and other absences of Learning Support Assistants.
11. To support the Head of Learning Support and CTL in the monitoring and ordering of resources.
12. To attend meetings with the Head of Learning Support and Head of School to keep them up to date with the activities regarding Learning Support Assistants and issues arising across the College.
13. To respond and prioritise day to day student/staff issues.
14. To coordinate and liaise with Schools regarding students’ work experience and any relevant support required.
15. To monitor and share administrative procedures and duties, eg exam rotas, staff movements due to student trips etc.
16. To maintain the admin of the student record books, to ensure they are up to date and in the correct place.
17. To liaise with HIllingdon Transport re students timetables ~~and any~~ /changes to ensure attendance and punctuality is not affected.
18. To ensure adequate record keeping of a team of staff relevant for monitoring students’ progress, progressions and for the purposes of audit and Inspection
19. Supervise and manage a team of LSAs, monitoring team members’ progress through probation, appraisal and classroom observations
20. To act as a Mentor to new staff and staff that require improvement

**Learning Support Assistant Duties**

1. To support students’ learning including literacy and numeracy, taking of notes in lectures and in their use of Information technology.
2. To support students with aspects of their behaviour which may impact on their learning or that of others.
3. To encourage students to realise the importance of good punctuality and attendance.
4. To liaise with teaching staff and other Learning Support Assistants to ensure good communication concerning the individual needs and progress of students, especially those with an EHCP, including making notes on students’ progress towards their outcomes and targets.
5. To attend teaching, learning and assessment (TLA) meetings and make an active contribution to the development of resources as appropriate.
6. To attend team meetings, whole College training days and attend other training and development as appropriate.
7. To assist with preparation and production of learnings resources, mini lesson plans and displays.
8. To support students at break and lunchtime as necessary, including matters of personal hygiene if required.
9. To supervise transport at the beginning and end of the day if required, dealing with cancellations and alterations if required.
10. To assist teaching staff on trips if required.
11. To assist with open days, parent evenings, annual reviews and social events, pertaining to the Learning Support Team.
12. To record and log support hours provided and other admin as required.

**Other Duties**

1. To participate in relevant training and staff development opportunities where appropriate.
2. To take an active part in the appraisal and mentoring processes.
3. To comply with Health and Safety Regulations and assist the College in the implementation of its own Health and Safety Policy
4. To participate in enrolment duties.
5. To comply with and actively promote the College’s Equal Opportunities policy within the Section.
6. To carry out all other duties as may reasonably be required.
7. To assist as required during examination and enrolment periods

**Safeguarding Children and Vulnerable adults**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further Education is an ever-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.

**Senior Learning Support Assistant**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| **Knowledge, Skills and Experience** |  |  |  |
| Experience of working as a Learning Support Assistant | **ü** |  | AF |
| Experience of leading/supervising a team |  | **ü** | A/IV |
| Ability to organise learning support assistant resource effectively and organise staff timetables | **ü** |  | IV |
| Ability to be pro-active and anticipate support required for students’ needs, and respond to frequently changing priorities | **ü** |  | A/FIV |
| Experience of supporting people with learning difficulties/ disabilities and/or challenging behaviour effectively | **ü** |  | AF |
| Good communication skills, both verbal and written | **ü** |  | AF/IV |
| Good literacy and numeracy skills | **ü** |  | AF |
| Good organisational and planning skills | **ü** |  | AF/IV |
| Good IT skills (Microsoft Office/MS Teams) | **ü** |  | AF/IV |
| Ability to engage, support and motivate students effectively | **ü** |  | AF/IV |
| Flexible approach to work | **ü** |  | AF/IV |
| Ability to work effectively as part of a team and make an active contribution to team meetings | **ü** |  | AF/IV |
| Understanding of the difficulties facing individuals with learning difficulties/disabilities | **ü** |  | AF/IV |
| An understanding of and commitment to Equality and Diversity and Safeguarding within education | **ü** |  | AF/IV |
| Willingness to undertake personal care |  | **ü** | AF/IV |
| Experience of administration | **ü** |  | AF/IV |
| **Competencies** *Support staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising;  Working Together; Customer Services  Adaptability/Flexibility |  |  | A |

\*Evidence of criteria will be established from:

A = Application

IV = interview