

 Richmond and Hillcroft Adult Community College	JOB DESCRIPTION/ PERSON SPECIFICATION
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POST	Learning Support Worker (Variable Hours)
DEPARTMENT	Inclusive Learning
GRADE	Standard Rate
REPORTS TO	Programme Manager (PM)
DIRECT REPORTS	None
WORKING PATTERN	Various

JOB PURPOSE

- To provide support in and outside the classroom to remove barriers to learning that may be caused by learning and/or physical disability, sensory impairments or mental health problems, and to ensure access for all learners to learning and the college community.

MAIN DUTIES AND RESPONSIBILITIES

- Under the direction of the PM the LSW will work with specified learners or groups of learners in order to ensure that their learning and care needs are met, the college environment is safe and supportive and that learners are able to participate in learning activities directed by the class tutor.
- In discrete LDD provision, support may include support for learning, personal care, social interaction, and assistance with financial transactions.

Support for Learning:

- Assist in the delivery of learning and take direction from class tutors during class activities - this may include note-taking, reading, scribing, reinforcing tutor instructions, file management.
- Complete learner records and administration as directed by the Programme Manager or Course Tutor.
- Support the Tutor to prepare for the sessions by assisting with the room layout, adaptation and distribution of resources and other support including collecting and returning appropriate specialist equipment, set up and assisting the learner in its use.
- Promote effective use of e-learning and ILT, including assisting tutors to set up and maintain electronic tracking of learning.
- Assist with marking of learners' work where appropriate.
- Maintain an awareness of learners' individual goals and targets set out in ILPs in order to provide learners with maximum opportunities to practice and develop relevant skills.
- Form part of individual learner's Teaching Team and participate in assessment of learner needs, progress and support requirements under the direction of the designated curriculum staff.
- Work on own initiative or with tutors to develop resources. Assist the tutors and variable-hours LSWs with the embedding of English and Maths on courses throughout the college.
- Provide emergency cover for tutors in the event of sickness absence.

Personalised Support:

- Actively monitor the health and safety of designated learner/s at all times during the college day.
- Attend briefing and communication meetings regarding individual learner needs as required.

- Where appropriate, assist assigned learner/s with the support they need with eating, drinking, taking medication and using the toilet in line with their agreed college programme and procedures identified in their Initial Assessments/ Care Plans etc.
- Assist PM with communication between home and college, e.g. in relation to punctuality and attendance
- Facilitate appropriate social interactions which enable the learner/s to make the most of break times and access to the College community and ensure that learners are treated with dignity, courtesy and respect at all times.
- Support the learners in presenting themselves in a positive light to their peers and the wider College community.
- Where appropriate, assist with arrangements for the safe arrival and departure of learners.

General Duties:

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Task
	KNOWLEDGE			
1.	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		I
2.	Knowledge and experience of working with databases, spread sheets and word processing packages		✓	AF & I
3.	Knowledge and experience of working in Schools/ Colleges with learners who have learning difficulties and/or		✓	AF & I
4.	An awareness of health and safety regulations and how they apply to the post	✓		AF & I
5.	Clear commitment to the principles and practices of safeguarding	✓		AF & I
	ABILITIES/SKILLS/EXPERIENCE			
6.	Have relevant experience of supporting learning at a range of levels		✓	AF & I
7.	Ability to communicate effectively, both in writing and orally with a wide range of people including College staff to ensure that the requirements of the post are met.	✓		I & T
8.	Ability to establish, maintain and update record keeping systems as	✓		AF, T
9.	Ability to work effectively as part of a team and on your own initiative	✓		AF & I
	QUALIFICATIONS			
10.	Educated to full Level 2, with GCSE A*-B or equivalent in both English and	✓		AF, T
11.	Educated to Level 3+ (2 A Levels)		✓	AF
12.	Qualification in Care or as a Personal Support Worker or Level 3 Award in Education and Training (or equivalent)		✓	AF