

COLLEGE OF HARINGEY, ENFIELD AND NORTH EAST LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Hourly Paid Learning Support Assistant
LOCATION:	Tottenham/Enfield Centre
REPORTING TO:	Curriculum Manager
GRADE:	Business Support
Salary:	£16.69 per hour = Basic £14.89 + Holiday £1.80

KEY RESPONSIBILITIES

To support access to learning for learners. To work alongside teachers in the management of learners' social interaction and achievement, while ensuring the learners' safety at all times.

MAIN DUTIES AND RESPONSIBILITIES

Support for the Learner

- 1 Work as directed within either designated groups of LLDD or supporting an individual to access mainstream learning
- 2 Comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the appropriate person
- 3 Establish good relations with learners, acting as a role model, and being aware of and responding appropriately to individual needs.
- 4 Help learners to organise themselves and encourage learners to act independently as appropriate.
- 5 Provide dedicated support for individual learners with personal needs, and implement personal programmes, including social, health, physical, hygiene, first aid, toileting, feeding and mobility.

- 6 Ensure the learner is able to use equipment and materials safely.
- 7 Help learners to understand and comply with College procedures on discipline and codes of conduct.
- 8 Keep learners on task and prompt appropriate behaviour

Working Alongside the Teacher

1. Be involved in the setting and reviewing of learner targets and report to the teacher on progress and achievement as agreed.
2. Support the work of curriculum teams in monitoring learner behaviour, reporting difficulties, absences etc as appropriate.
3. Work with learners in using basic ICT as directed.
4. Have a good standard of literacy and numeracy, to enable support in Entry level achievement for learners

General

- 1 Supervise learners to ensure their safety on all college premises out of lesson times.
- 2 Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student behaviour and Safeguarding young people and vulnerable adults.
- 3 Accompanying teaching staff and learners on visits/trips/out of college activities as required
- 4 To develop and maintain an awareness of college procedures and health and safety.
- 5 To work as part of the team in relation to individual learners, liaising, advising and consulting where appropriate.
- 6 Identify personal training needs and to attend appropriate internal and external training.
- 7 Participates in College programmes of staff appraisal and continuing professional development.
- 8 Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.
- 9 Liaise with subject teachers and personal tutors regarding the needs of individual learners
- 10 Maintain confidentiality as appropriate
- 11 Contribute to basic record keeping in relation to hours spent with different learners
- 12 Assist teachers in the preparation of activities and resources for learners

- 13 Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student behaviour and Safeguarding young people and vulnerable adults.

15. To operate at all times in line with the College's values and behaviours.

16. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

This description is not exhaustive. It is intended to give a general outline of the current duties and responsibilities.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
QUALIFICATIONS (Educational and Vocational)	A good general level of education	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	
	To have a first aid qualification or a willingness to undertake the qualification within the probation period	
PREVIOUS EXPERIENCE/ KNOWLEDGE	Experience of working with learners with learning/behavioural difficulties	
	Understanding of Safeguarding, health and safety and other relevant codes of practice.	
	Ability to self evaluate learning needs and actively seek learning opportunities.	
SKILLS (Competencies and Aptitudes)	Ability to work as part of a team and on own initiative.	
	To have excellent communication skills.	
	Ability to provide learning support for students.	
	Ability to build good working relationships with a range of colleagues	
	Ability to work calmly and with patience.	
	Responsible and proactive approach to situations	
SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS	An understanding of and commitment to safeguarding young people and vulnerable adults. Motivation to work with children/young people/Vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults Emotional resilience in working with challenging behaviours attitudes to use of authority and maintaining discipline	
OTHER FACTORS/ ADDITIONAL REQUIREMENTS	An understanding of and commitment to equality of opportunity.	

