**JOB DESCRIPTION**

**FACULTY OF COMMUNITY STUDIES**

**JOB DESCRIPTION FOR POST OF:** Learning Support Assistant

(Supported Learning – Supported Internships)

**REPORTING TO:** Head of Department (Supported Learning)

 via Curriculum Manager

**GRADE:**

**LOCATION:** Various Supported Internship sites

1. **JOB SUMMARY:**

Within the context of the College's commitment to provide quality education for all, to support students on provision for students with learning disabilities within the Department of Supported Learning.

The provision comprises three strands:

1. Courses for students with more complex learning and support needs, incl. students with profound and multiple learning disabilities
2. Courses for students with severe learning disabilities developing independent living and employability skills
3. Employability focused courses for students with a moderate learning disability

You will be primarily, but not exclusively, assigned to Supported Internships, and will be expected to develop specialist practice within this area. This assignment may change, and you will be expected to be flexible and responsive to students’ needs, and to continually update your practice across the provision.

Supported Internships are transition to work programmes for MLD learners, based full time at:

* Goldman Sachs (Farringdon)
* Charing Cross Hospital (Hammersmith)
* Brent Civic Centre (Wembley Park)
* Westminster Council (Victoria)

Learning Support Assistants on Supported Internships will be asked to work at any of the above sites on a needs basis. You should be willing to travel to all sites and to get to know the staff and interns across all sites. We will endeavour to provide a weekly plan as to where you will be located but there may be the occasional need to make short notice changes in order to meet staffing and student needs.

You are expected to fully participate in activities alongside students and support them in all aspects of their learning including: travel skills as required, work placements, attending jobs fairs and placement interviews, attending progression meetings with managers, mentors and family members, as well as support and participate in classroom-based sessions such as interview practice, CV writing and applying for jobs.

This is a demanding post and applicants need to be physically fit and to be able cope with the following types of situations on a regular basis:

* Stand (e.g. workshop, kitchen) or sit (classroom) for long periods with students
* Support students with mobility difficulties incl. physical support (e.g. stairs, getting on transport, accessing different areas of the work place).
* Travel with students in the community incl. pushing a manual wheelchair and using all forms of public transport
1. **JOB CONTENT:**

The main duties are as follows:

1. Work with tutors and teachers to develop and implement Individual Learning Programmes and Support Plans for students.
2. Provide appropriate and effective learning and behavior support for students (including 1:1 support) that actively promotes their independence and skills development, in the classroom and in the workplace as directed by the tutor or job coach.
3. Support and supervise students at the beginning and end of their College day and during breaks and lunchtimes, and support informal learning throughout
4. Monitor students’ attendance and punctuality
5. Support all students, including wheelchair users and those with mobility support needs, to safely access the community on foot and using public or minibus transport, travel between college sites, and support the development of travel skills incl. providing individual travel training as required.
6. Support students to develop their employability skills on work placements, volunteering positions or other employability opportunities.
7. Support students to develop literacy, numeracy and communication skills including using augmented communication devices, Makaton and PECS.
8. Meet students’ additional support needs incl following physiotherapy, OT, SALT guidelines and programmes, enteral feed programmes and, in conjunction with tutors, developing and implementing positive behavior support plans.
9. Effectively and safely support students with additional medical needs, incl. but not restricted to administration of medication, and diabetes and epilepsy management.
10. Prepare resources and equipment as directed by Lecturers or Job Coaches.
11. Clear and tidy up classrooms, and maintain learning areas, displays and notice boards
12. Liaise with and support teachers, tutors, LSA colleagues, job coaches and management staff to ensure that the team support students effectively and follow best practice.
13. Undertake specialist training, including DFN Project SEARCH training, in order to develop expertise and support team of LSAs and students.
14. Maintain records of learning and progress and other administrative paperwork, as requested by teaching and management staff
15. Undertake first aid training.
16. Undertake other duties as required by your line manager/Head of Department commensurate with the post of Learning Support Practitioner.
17. **Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| ***Education and Qualifications*** |
| 1. Maths and English GCSE Grade C or equivalent
 |  | X |
| ***Experience and Knowledge*** |
| 1. A demonstrable interest in working with learners with learning disabilities
 | X |  |
| 1. Experience of supporting learning programmes for individuals and groups within an education environment
 |  | X |
| ***Skills and Abilities*** |
| 1. Ability to relate to, communicate with and motivate students with learning disabilities.
 | X |  |
| 1. Ability to consistently provide an excellent level of support for **learning**.
 | X |  |
| 1. Ability to make basic assessments and keep records in order to monitor, record and review student progress
 | X |  |
| 1. Ability to consistently provide an excellent level of **additional** support for individuals and groups of students incl those on the autistic spectrum, with profound and complex needs or with challenging behavior needs
 | X |  |
| 1. Ability to understand and effectively implement complex information in relation to students’ needs e.g. medication or feeding guidelines, physio programmes, positive behavior support plans
 | X |  |
| 1. Ability to meet the physical demands of the post.
 | X |  |
| 1. Good communication skills, including the ability to use clear language and communicate information unambiguously, and to listen effectively
 | X |  |
| 1. Ability to develop and maintain good working relationships with colleagues across different levels of the Faculty and college
 | X |  |
| 1. Ability to act on own initiative and resolve routine problems independently
 | X |  |
| 1. Ability to work within guidance but under limited supervision, incl. supervising students whilst adhering to defined and expected standards
 | X |  |

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| ***Personal Qualities & Attributes*** |  |  |
| 1. A commitment to continuous professional development incl. undergoing training, developing specialist practice and having a constructive attitude towards feedback
 | X |  |
| 1. Reliable with excellent punctuality and attendance, and good time management skills
 | X |  |
| 1. Ability to work flexibly, as part of a team, to ensure high levels of responsiveness to students’ needs.
 | X |  |
| 1. Ability to remain calm under pressure, be patient and maintain a positive attitude towards students
 | X |  |
| ***Values and Ethos*** |  |  |
| 1. A commitment to, and understanding of the College’s Equal Opportunity Policy, together with practical ideas for implementation.
 | X |  |
| 1. An understanding of the College’s responsibilities and procedures for safeguarding young people and vulnerable adults.
 | X |  |
| 1. An understanding of and commitment to meet the College’s STAR values
 | X |  |

**This job description is current as of the date shown below. In consultation with the post-holder, it is liable to variation to reflect changes in the post.**

***An Enhanced Disclosure will be requested of the successful candidate.***

**Disabled candidates meeting the essential criteria are guaranteed an interview.**

**Important Note to Applicants: You should ensure that your Supporting Statement (Section 7 of the application form) addresses each of the points contained in the person specification in turn.**

See note

**PB April 2021**