

 Richmond upon Thames College	JOB DESCRIPTION/ CANDIDATE SPECIFICATION
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POST	Learning Assistant
DEPARTMENT	Inclusive Learning Support
SALARY	£17,536 - £19,876 per annum inclusive of London Weighting (Business Support Scale 4) - for 36 hour week TTB
HOURS	Various part time hours available, 37 weeks per year (term time based)
RESPONSIBLE TO	Head of School – Inclusive Learning

THE DEPARTMENT

The Inclusive Learning department provides one-to-one, workshops and in-class support for students with a wide range of needs on mainstream programmes. Students may need support with Specific Learning Differences (SpLDs) like Dyslexia, Dyspraxia, ADHD, Autism Spectrum Condition (ASC), learning difficulties, mental health, physical, sensory, health or medical needs. The department support a high number of students with Education Health and Care Plans.

The Inclusive Learning team carry out assessments with students and make recommendations for reasonable adjustments. The IL team support the curriculum across college with reasonable adjustments and differentiating teaching and learning to meet individual student needs. The Learning Support Workshop is a dedicated space for learners with additional learning needs to access their learning support from specialist staff.

The post-holder will be working as part of the Inclusive Learning Team to provide additional learning support to students with learning difficulties and/or disabilities on mainstream programmes across college, using a flexible and innovative approach.

The role involves working with students who experience a range of barriers to achievement and the post-holder will support learners in a variety of curriculum areas. The Learning Assistants may work with individuals or small groups, as directed by the Inclusive Learning Team Leader, Inclusive Learning Manager and Teachers. The Learning Assistant will develop students' independence in learning through using strategies to promote access and progress.

JOB PURPOSE

To effectively support teachers, with identified “high needs” students to fully access the curriculum and develop independence in learning by;

- Providing in-class support (1-1 or small group)
- Adapting resources or materials
- Supporting students to use assistive technology or equipment
- Note taking
- Providing physical or mobility assistance
- Motivating and encouraging students to progress
- Monitoring support and progress
- Providing support in exams (reading/scribing)

MAIN DUTIES AND RESPONSIBILITIES

- To offer, under the direction of the lead teacher, Inclusive Learning Manager and the Inclusive Learning Team Leader, in-class support. The classes supported are likely to be in a range of subject areas and at various levels.
- Support students where needed outside the classroom with accessing cross-college facilities, providing practical mobility and/or sensory support and/or developing social skills.
- To liaise closely with the Inclusive Learning Team Leader, to provide support to students with “high needs” as identified in their Education Health and Care Plans, or initial support plans.
- To become familiar with the course specification(s) and the requirements for assessment/exam.
- To discuss with the teacher, the scheme of work and the planning for each lesson so that there is awareness of lesson content and ability to plan for the needs of particular students within the group.
- Maintain regular communication with the Teacher, Inclusive Learning Team Leader and Inclusive Learning Manager with regard to allocated students. Including checking communication on Pro-Monitor.
- To support students in exams and assessments (as their normal way of working).
- Actively support student safety and well-being taking account of specific measures for individual students and following reporting and recording procedures for any incidents or accidents.
- To attend course team meetings and staff development as required.
- To provide physical assistance for students when agreed with the Inclusive Learning Team Leader and Inclusive Learning Manager
- To liaise with the Inclusive Learning Team Leader, to provide support to students with “high needs” as identified in their Education Health and Care Plans, or other Reports.
- To maintain and keep accurate data and records – including attendance registers and updates on Pro-Monitor.
- To record student support and progress during teaching and learning sessions (using the standard paperwork) and review progress regularly throughout the year.

For every one hour contact session the Learning Assistant will be required to work an additional 0.25 hours to carry out the following tasks.

GENERAL DUTIES

- Participate fully in appraisal according to the College requirements and undertake training and development likely to improve personal knowledge and skills as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College’s reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal

Opportunities, Data Protection, Child and Vulnerable Adult Protection, Quality and Financial regulations. To report any concerns to the appropriate person.

- To use appropriate management information to recognise and support diversity in the student cohort.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- To be available to assist in enrolment procedures. This may require additional hours including evenings and weekends, for example during the Autumn Term.
- To work flexibly, this will include evenings, open days, parents' evenings and possibly weekends. Where this requires working outside normal working hours (e.g. evening/weekend working) time off in lieu arrangements will apply.
- To undertake any other duties commensurate with your level of responsibility as may be required by the College Leadership Team.

All members of staff at the College are expected to be:

➤ **Responsive & Adaptive**

Responsive to change, creating new opportunities for meeting new challenges

➤ **Creative, imaginative and entrepreneurial**

Innovators and commercially aware

➤ **Collaborative**

Promote 'team-ship' through collaboration and taking pride in their work and the College

➤ **Passionate professionals**

Role models committed to continually improving themselves and ultimately the experience and success of our students

➤ **Accountable**

Understand the impact of (and take responsibility for) their actions upon College stakeholders

The successful candidate will fulfil the following essential requirements.

	Essential	Assessed by
Qualifications and further professional development		
English and Maths at Level 2	✓	A
Proficiency in IT and ability to use college management information systems	✓	A/I/T
Knowledge		
Good understanding of the needs of students with learning difficulties and/or disabilities	✓	A/I
Good knowledge of support and differentiation strategies to support students with a range of learning support needs	✓	A/I
Abilities/Skills/Experience		
Relevant experience and skills in working with learners with a range of learning difficulties, differences and disabilities and implementing reasonable adjustments	✓	A/I
Flexible approach to working with different groups of learners, across a range of curriculum areas	✓	A/I
Excellent written, verbal and interpersonal skills	✓	A/I
Ability to keep accurate records	✓	T
Ability to work effectively in a team and show initiative	✓	I
Demonstrable commitment to providing students with a high quality learning experience with particular consideration of: <ul style="list-style-type: none"> - Health and safety - Equality and diversity - Safeguarding of children and vulnerable adults 	✓	I

A - Application I – Interview T – Task

CONDITIONS OF SERVICE

The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed **before** the start of the employment. Confirmation of appointment is subject to the satisfactory completion of a six month probationary period.

This job description/candidate specification is subject to periodic review.