

Organisation:	Keighley College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	Learning Support Assistant
Job Title:	Learning Support Assistant
Reports to:	Learning Support Assistant
Grade	LC2
Date of compilation:	July 2023

CORE RESPONSIBILITIES:

1. To be involved in planning and preparation and assessment of learning as part of the course team.
2. Providing targeted academic support to meet identified need of students.
3. Contribute to the assessment of learning as required and directed by the teacher/assessor.
4. Providing curriculum teachers/assessors with verbal reports on student progress.
5. May be involved in students' transport arrangements and providing physical support for accessibility including the use of wheelchairs.
6. At the direction of the teacher/assessor, accompanying small groups of students on short local excursions or support students in a workshop or work placement setting.
7. Assist with occasional personal care requirements if necessary.
8. Assisting with emergency evacuation plans and practices, and helping with all emergency evacuations.
9. Attending team meetings and staff development sessions as required.
10. Keeping accurate and timely logs and other records, as required.
11. Any other duties as determined by the line manager

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Adopt/embody the values of the relative member organisation & Luminate Education Group.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Learning Support Assistant
Department	Keighley College

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate

Qualifications & Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to Level 2 in Literacy and Numeracy or a commitment to achieving this within one year of appointment.	A / C
E	Q3. L2 Support Practitioners Qualification.	A / C
D	Q3. L3 Support Practitioners Qualification or equivalent or commitment to enrolling to this within 1 year of appointment.	A / C
Experience & Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working in a team in an educational setting.	A / I
E	EK2. Experience of working with students who require academic support with their academic learning.	A / I

Skills & Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Clear oral and written communication skills with the ability to communicate with staff at all levels in the college.	A / I
E	SC2. Computer literate and able to use a range of on-line learning packages such as Google classroom.	A / I / C
E	SC3. Strong Awareness of disability issues and equality and diversity issues.	A / I
E	SC4. Understanding of the Disability Discrimination Act is essential.	A / I
E	SC5. Able to assist with personal care provision including requirements of wheelchair users.	A / I
E	SC6. Able to work effectively as a member of a team.	A / I
E	SC7. Ability to adapt and embrace change.	A / I
E	SC8. Able to establish rapport and to maintain professional boundaries.	A / I
Behavioural, Values & Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Commitment to the College's support and promotion of Equality and Diversity.	A / I
E	B2. Committed to child protection and the promotion of a safe environment for children and young people to learn in.	A / I
E	B3. A willingness to be adaptable as role requires working across the college campuses and off-site visits with learners.	A / I

E	B4. An understanding and commitment to the PREVENT agenda.	A/I
E	B5. Commitment to restorative practice approaches.	I