

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Learning Support Assistant	
<b>Reports to:</b>		Programme Manager	
<b>Job Grade</b>	RLW	<b>Department</b>	Land and Animal Science

### 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 workplacement 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
12. Ability to participate in evening/weekend work as required.
13. Any other duties that are specific to the department.
14. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

### 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.
- 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 the Group's Values:

**Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Ownership**

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

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Collaborative**

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

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Learning Support Assistant
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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, MT = Micro Teach

Qualifications and 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 or willing to work towards	A / C
D	Q3. L3 Support Practitioners Qualification or equivalent or commitment to enrolling to this within 1 year of appointment.	A / C

Experience and 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

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I