

# Luminate

EDUCATION GROUP

## Job Description

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| <b>Organisation:</b> Leeds City College                                |
| <b>Primary Organisation Supported</b>                                  |
| <b>Core Job Role:</b> Learning Support Assistant                       |
| <b>Job Title:</b> Learning Support Assistant                           |
| <b>Reports to:</b> Teaching Learning and Development Programme Manager |
| <b>Grade</b> LC2   |
| <b>Date of compilation:</b> 16th October 2024                          |

### ROLE SUMMARY:

The School of Health, Science and Social Care offers a wide range of study programmes to both 16-18 and 19+ learners who are looking to pursue a career in the field of health and care. Our course offers range from Level 1, for learners who may be applying to college with limited previous experience of qualifications through to Access to HE programmes of study which enable students to progress to higher education or supervisory positions within industry.

We are dedicated to providing a supportive, inclusive, and innovative learning environment. Our Health Science and Social Care Department offers a broad range of courses, helping students develop the skills and knowledge they need for a successful career in the health and social care sectors. We work collaboratively to ensure that all our students receive the guidance and encouragement necessary to achieve their goals.

## CORE RESPONSIBILITIES:

1. Provide in-class and out-of-class support for students with high needs.
2. Work closely with the SEND team to monitor progress on Educational Health Care Plans (EHCP) and provide feedback on strategies used.
3. Assist with emergency evacuation procedures and ensure student safety during emergencies.
4. Attend annual reviews and student meetings to update on student progress and behaviours.
5. Support students in developing independent travel skills and help with transport arrangements if needed.
6. Accompany small groups of students on local learning excursions.
7. Assist with personal care and medical requirements for students who are less mobile, including those using wheelchairs (training provided).

## 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 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 Creative & reflective** *Always hungry to learn and looking ahead to see what is on the horizon.*  
*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

**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.*

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## Person Specification

|                   |                                 |
|-------------------|---------------------------------|
| <b>Job Title:</b> | Learning Support Assistant      |
| <b>Department</b> | Health, Science and Social Care |

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

| <b>Qualifications and Attainments</b>  |   |                             |
|--|---|-----------------------------|
| <b>Essential (E)<br/>Desirable (D)</b> | <b>Criteria</b>   | <b>Method of assessment</b> |
| E                                      | Q1. Educated to Level 2 in Literacy and Numeracy or a commitment to achieving this within one year of appointment | A / C                       |
| D                                      | Q2. Qualification relevant to the post  | A / C                       |

|   |   |       |
|---|---|-------|
| D | Q3. Minimum L2 Award for Learning Support Practitioners Qualification or appropriate level 2 qualification or willingness to enroll to this within one year of appointment. | A / C |
|---|---|-------|

|                                 |  |                           |
|---------------------------------|--|---------------------------|
| <b>Experience and Knowledge</b> |  |                           |
| <b>Essential (E)</b>            |  | <b>Criteria Method of</b> |
| <b>Desirable (D)</b>            |  | <b>assessment</b>         |

E EK1. Experience of working within a team who support young people for adulthood. identifying strategies and preparing SEND to support their learning through A / I

|   |   |       |
|---|---|-------|
| D | EK2. Knowledge of preparation for adulthood and what it means for students with SEND. | A / I |
|---|---|-------|

| <b>Skills and Competencies</b>         |  |                             |
|--|--|-----------------------------|
| <b>Essential (E)<br/>Desirable (D)</b> | <b>Criteria</b>  | <b>Method of assessment</b> |
| E                                      | SC1. Clear oral and written and IT communication skills with the ability to communicate with staff at all levels in the college. | A / I                       |
| E                                      | SC2. Strong Awareness of disability issues and equality and diversity issues.  | A / I                       |
| E                                      | SC3. A willingness to be adaptable as role requires working across the college campuses and off-site visits with learners        | A / I                       |

|  |  |                                      |
|--|--|--------------------------------------|
| E  | SC4. Able to assist with personal care/Medical provisions including requirements of wheelchair users | A / I                                |
| E  | SC5. Able to work effectively as a team member and being able to adapt and embrace change.           | A / I                                |
| E  | SC6. Able to establish rapport and to maintain professional boundaries                               | A / I                                |
| <b>Behavioural, Values and Ethos</b><br><b>Essential (E)</b><br><b>Desirable (D)</b> |  |                                      |
|  |  | <b>Criteria 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                                    |