



A PLACE TO BELONG

JOB PROFILE

Job title:	Specialist Learning Support Assistant
Grade:	Band 4 - £25,256 to £26,348
Accountable to:	Specialist Tutor
Responsible for:	N/A

General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

Specific duties and responsibilities

1. To work as a Classroom Assistant, to support students with needs in any location offering Nottingham College courses. Collaborate with and support other learning support colleagues in developing innovative learning support strategies to enhance the student experience at Nottingham College
2. To work under the direction of the Specialist tutors and LSA Team Leaders to implement the students' individual support plans & TLIP's and ensure learners' support needs are met appropriately, on time, reviewed regularly and support is maximised for the benefit of our learners.

3. To take advice, train and work under the guidance of specialist tutors, the LSA team Leaders and to contribute to the training of the LSA team and wider Curriculum colleagues.
4. To assist in the preparation of learning/teaching resources, including setting up of specialist equipment and developing strategies and resources for students.
5. Work with the LSA team leaders & specialist tutors to ensure supported learners' needs are met and that support is regularly reviewed, evaluated, tracked and recorded in line with College systems
6. Deliver learning support to raise standards and to improve the quality of the student experience in line with changes to curriculum and government funding.
7. Participate in relevant staff training and updates to enhance our learners' experience and achievement
8. Ensure the success of the learner journey through appropriate target setting and contributions to On Track and E-ILPs.
9. To ensure inclusion and as appropriate to individual identified support needs:
 - Act as a note-taker/scribe
 - Encourage independence and self-help skills
 - Assist learners moving around/between College sites
 - Adapt class activities and learning resources including the use of assistive technology
 - Provide support out of class to develop supported learners' study and independent learning skills
 - Contribute to team meetings, parents'/carers' meetings, multi-agency meetings, inductions and any other event as required.
 - Assist learners with personal care (if required)
 - Attend EHCP meetings
 - Assess students and submit exam access arrangement requests in line with College deadlines
 - Support during exams
10. Support the Head of Inclusion & Support and the wider Inclusion team in positively promoting learning support across the site and across the College via support at open evenings, College events, school visits and student interviews.
11. Collaborate with teaching staff to ensure support targets and/ or strategies are fully embedded.

NOTE

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

This job profile does not form part of your contract of employment.

PERSON SPECIFICATION

Role: Specialist Learning Support Assistant – Autistic Spectrum Continuum		E/D	A	I	T
Qualifications:					
1	Level 2 Maths and English or equivalent	E	X		
2	Good general education, at least level 3 or equivalent	E	X		
3	Relevant qualification for care/classroom work – Level 3 in LDD	E	X		
Experience and Skills:					
4	Work in post 16 sector	D	X	X	
5	Work in vocational area and/voluntary sector	D	X	X	
6	Supporting people with learning support needs – specifically neurodiverse students	E	X	X	

7	Knowledge of inclusion/range and implications of disabilities/self-advocacy issues	E	X	X	
8	Knowledge of classroom support work	E	X	X	
9	Knowledge of Further Education curriculum/organisation	D	X	X	
10	IT and adaptive technology	D	X	X	
11	Good communication skills (written and spoken)	E	X	X	
12	Confidence in dealing with emergency situations - behaviour/first aid etc	E	X	X	
13	Capable to contributing to/working in a multi-disciplinary team providing support for adult students i.e. personal care, classroom work, increasing independence work	E	X	X	
14	Note-taking	D	X	X	
15	Able to assist students for personal care	E	X	X	
Personal Attributes:					
16	Able to maintain confidentiality	E	X	X	
17	Able to work on own initiative	E	X	X	
18	An ability to empathise with Learners individual needs	E	X	X	
19	A considerate tolerant approach	E	X	X	
20	Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity	E	X	X	
21	Commitment to quality and excellence through evidence of continuing professional development	E	X	X	
22	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	E	X	X	

KEY:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview
T	Assessed by Test