

Department: Adults and Communities

Job Title: LEARNING SUPPORT ASSISTANT

Grade: 5

Post Number:

Service/Section: Leicestershire Adult Learning Service

Responsible to: Learning Delivery and Development Coordinator (LDDC)

Functional Relationships: Adult Learning Tutor
LDDC
Learning Support Assistants
Learners

Job Purpose:

- To provide support and assistance to learners in a range of learning activities using a variety of resources.
- To work under the direction of the tutor to support learners to achieve their personal learning outcomes.

MAIN DUTIES AND RESPONSIBILITIES:

1. To assist the Tutor in facilitating learning activities which support learners to achieve learning outcomes identified in learners Individual Learning Plans.
2. To support learners to develop literacy, numeracy and digital skills.
3. To support individuals or groups of learners as required.
4. To help prepare, monitor and maintain a safe and secure learning environment.
5. To help set-up/clear away learning resources, monitor the condition of learning resources and ensure adequate stocks.
6. To ensure a person centred approach is maintained at all times.
7. To promote learner independence and wellbeing.
8. To attend relevant curriculum / Service meetings as required.
9. To work in collaboration with external support workers and agencies that support learners.
10. To ensure own personal and professional development through appropriate participation in job related training opportunities and supervision programmes.

And in addition:

- i To comply with relevant County Council policies and procedures.
- ii To do all that is reasonably practicable to maintain a safe and healthy work environment, having regard to appropriate risk assessments and ensuring compliance with County Council and statutory requirements.
- iii To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised trade unions.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

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	Essential	Desirable	How assessed
<u>Qualifications</u>			
Level 2 qualification in Maths and English	✓		App
Relevant qualifications e.g. supporting in learning environments or understanding mental ill health		✓	App
<u>Experience</u>			
Voluntary or paid work with people who have experienced/are experiencing mental ill health.	✓		App/Int
<u>Skills</u>			
Effective communication and inter-personal skills	✓		App/Int
Ability to work under direction and on own initiative	✓		App/Int
A high standard of literacy and numeracy skills	✓		App/Int
Functional digital skills	✓		App/Int

	Essential	Desirable	How assessed
<u>Knowledge</u>			
Knowledge of the application of Health and Safety policies		✓	App
Knowledge of the application of Safeguarding policies		✓	App
<u>Attributes</u>			
Flexibility and adaptability	✓		App/Int
Commitment to teamwork	✓		App/Int
Enthusiasm and positivity	✓		App/Int
Empathy with a range of adults	✓		App/Int
Respectful approach to working with vulnerable learners	✓		App/Int
<u>Other</u>			
An ability to work in small and large teams	✓		App/Int
An ability to establish and maintain effective working relationships with people from a variety of cultural and social backgrounds.	✓		App/Int

Must be able to perform all duties and tasks with reasonable adjustment where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.

App = Application Form
Test = Test
Int = Interview
Pre = Presentation
Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)
Ref = Reference