

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Learning Support Assistant
Post Holder	
Accountable To	Student Support Services Manager - Learning Support
Responsible For	Assisting in the provision of learning support
Department	Student Support Services

Overall Purpose of Job

To provide individual and/or small group classroom support for learning activities in order to minimise barriers to learning and promote independence.

Main Duties and Responsibilities

Provision of Learning Support:

- To work under the direction of the Learning Support Manager to implement support interventions detailed in the learning support plans (LSPs).
- To work with the Learning Support Advisers and lecturers/assessors to support student attainment.
- To ensure that LSPs are professional, up-to-date and contribute to tracking and monitoring of student progress.
- To support the use of assistive technology and other resources and strategies which enhance the learning experience for students with support needs.
- To provide identified in-class support for learning activities.
- To provide drop-in sessions for students who require additional support outside of the classroom.
- To work on study skills with students and support them to prepare for assessments.
- To promote learner independence and empower learners to manage their own learning.
- To support students with alternative assessment arrangements.
- To signpost learners to other relevant personal or wellbeing support services.
- To work closely with the wider student support services team to ensure wrap-around support is in place for learners with additional support needs.
- To ensure confidentiality and maintain accurate records of support.
- To undertake any other duties to support the effective and efficient operation of the organisation as may reasonably be required by the line manager.
- Attendance at internal and external meetings as required.

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Personal and Professional Development:

- Adopt flexible working methods in order to meet the changing needs of the College.
- Develop and maintain high quality standards appropriate to the post.
- Develop and maintain professional standards and expertise by undertaking relevant professional development.

Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

Additional:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Qualification in inclusive learning strategies to support learners with additional needs, such as: PDA Learner Support PDA Dyslexia PDA Inclusiveness	Desirable
KNOWLEDGE	Essential or Desirable
Understanding of how to support people with a broad spectrum of support needs	Essential
An understanding of how to deliver flexible support that is tailored to an individuals' needs	Essential
Ability to communicate using British Sign Language	Desirable
EXPERIENCE	Essential or Desirable
Supporting people with a range of additional support needs	Desirable
Supporting people within an educational setting	Desirable
Experience of working in a team	Essential
Evidence of pro-social behaviours (e.g. empathy, actions that benefit others).	Essential
INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with staff and learners	Essential
Ability to work independently	Essential
The ability to relate to a wide range of people.	Essential
Professional in behaviour	Essential
Ability to reflect on work practice and be open to constructive feedback	Essential
Good written and verbal communication	Essential
OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Capacity to work under pressure	Essential
Working knowledge of ICT within an office environment	Essential
Reliable private transport and/or a willingness to travel	Essential