

**COLEG CAMBRIA**

### JOB DESCRIPTION AND PERSON SPECIFICATION

### Job Title: Learning Assistant

### Reports to: Additional Learning Support Coordinator

**Salary range: BS 10-13**

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**Main Purpose of Job:-**

* To provide learning support for students on college programmes who have additional learning needs

**Responsibilities and accountabilities:**

* To provide students with learning difficulties, physical disabilities or sensory impairments with educational & practical support in the classroom, on college organised external visits and within other outreach centres when required.
* To provide support to individual or groups of students who may require additional assistance during break and lunch times or to access transport arrangements.
* To assist with the provision of access arrangements for assessment activities and examinations.
* To maintain records detailing support provision for learners and to submit to Additional Support Coordinator at agreed intervals.
* To liaise with the Additional Support Coordinator, zoned Study Skills tutor and teaching staff to ensure delivery of an effective service.
* To attend team meetings, Programme Area & Directorate meetings when required
* To undertake appropriate staff development in order to maintain and develop appropriate knowledge and skills with particular reference to the use of IT.
* To be aware of Equality and Diversity legislation and likely issues which may arise.
* To be aware of Data Protection and Confidentiality legislation and to ensure information relating to learners and staff is only disclosed to college personnel when required.
* To be aware of Safeguarding procedures and the PREVENT programme; to adhere to the college system and undertake required training.
* To implement and adhere to college quality systems and procedures
* Responsible for ensuring an excellent standard of both verbal and written communication
* Responsible for providing high standards of customer service at all times both internally and externally

**Special Features:**

* Not applicable

**Miscellaneous:**

To safeguard and promote the welfare of children, young people and adults at risk who are students of the College

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: …………………………………………… Date………………….

**POSTHOLDER**

Signed: ……………………………………………. Date…………………..

**HR Advisor**

**Person Specification**

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| **Attributes** | **Item** | **Relevant Criteria** | **How Identified** | **Essential/****Desirable** |
| 1 | Qualifications & Training | 1.1 | Level 2 English and Maths qualifications (or equivalent) at Grade 4 (C) or above | A/C/I | Essential |
| 1.2 | Currently holds a Level 2 Digital Literacy or is willing to work towards | A/C/I | Essential |
| 1.3 | Qualified in BSL Sign Language/ Dyslexia Qualification. | A/C | Desirable |
| 1.4 | First Aid Certificate or willing to work towards | A/C | Desirable |
| 1.5 | C&G Certificate in Adult Learner Support | A/C | Desirable |
| 2 | Relevant Experience | 2.1 | Experience of working with people with Additional Learning Needs or disabilities  | A/I | Essential |
| 2.2 | Experience of providing support within a classroom setting or similar | A/I | Desirable |
| 3 | Specialist Knowledge & Memberships | 3.1 | Understanding of general support needs for students with learning difficulties and/or disabilities |  | Essential |
| 3.2 | Able to communicate fluently (both written and verbal) through the medium of Welsh |  | Desirable |
| 4 | Skills and Abilities | 4.1 | Demonstrate a good level of IT competence. Must be able to navigate the Internet and Intranets as well as being willing to learn how to use new IT packages and systems | A/I | Essential |
| 4.2 | Able to work as part of a wider team, and be flexible and adaptable when required | A/I | Essential |
| 4.3 | Able to plan and manage own workload, ensuring deadlines are met. | A/I | Essential |
| 4.4 | Excellent organisational skills | A/I | Essential |
| 4.5 | Excellent time management skills | A/I | Essential |
| 4.6 | Excellent communication skills both written and verbal | A/I | Essential |
| 4.7 | Able to demonstrate personal resilience in order to cope with a range of difficult situations | A/I | Essential |
| 4.8 | Proactive and self-motivated. | A/I | Essential |
| 4.9 | Takes personal responsibility for delivering quality work. | A/I | Essential |
| 4.10 | Identifies opportunities to improve and develop existing practices. | A/I | Essential |
| 4.11 | Committed to working towards the departments shared goals and objectives | A/I | Essential |
| 4.12 | Demonstrates through actions commitment to the Vision, Mission, Core Values and Behaviours. | A/I | Essential |
| 5 | Attitudes and beliefs  | 5.1 | A commitment to the college’s culture which places people at the centre of everything we do. | A/I | Essential |
| 5.2 | A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders. | A/I | Essential |
| 5.3 | The continuous pursuit of high standards and excellence in all services provided by the organisation. | A/I | Essential |
| 5.4 | A commitment to ensuring that all members of the organisation are valued, motivated and encouraged. | A/I | Essential |
| 5.5 | The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles. | A/I | Essential |
| 5.6 | A demonstrable commitment to equality and diversity. | A/I | Essential |
| 5.7 | An empathy and appreciation of Welsh Culture, language and heritage. | A/I | Essential |
| 5.8 | The belief in upholding a strong organisational brand and reputation. | A/I | Essential |
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| **Key:** | **How Identified** | **A** | Application |
| **I** | Interview |
| **T** | Test |
| **C** | Copy of Certificates |
| **P** | Presentation |