

JOB DESCRIPTION - Learning Support Assistant

Salary: Salary negotiable but no less than £10.52 per hour

Location: The Grafton Centre, Nr Montford Bridge, Shrewsbury SY4 1HF

Hours: **10:00am-4:00pm Monday to Friday (30 hours per week)**

12:00 noon – 4:15pm Monday to Friday (21.25 hours per week)

Contract type: Permanent, 40 weeks (term time plus 2 weeks)

Relief LSA roles also available

Main Duties and Responsibilities

- Assisting the Tutor/Session Leader in preparing the environment and ensuring that all materials, consumables and equipment are available at the start of the session
- Assisting the Tutor/Session Leader in clearing up after each session, putting work away, preparing displays of work etc.
- Assisting the Tutor/Session Leader in preparing work materials/resources for courses
- Supporting students' learning and independence in sessions, both in the College and the community
- Contributing to the maintenance of records of progress, target setting and monitoring and daily records
- To cover the session in the absence of the tutor on occasions
- The provision of personal intimate care and physical support to learners including the changing of continence aids
- Providing physical support to learners e.g. assisting in dressing/undressing, pushing wheel-chairs, transferring and hoisting
- Providing support at meal-times – this can range from simply encouraging / to cutting up food etc. to hand-over hand feeding to fully assisted feeding
- Ensuring that learners are comfortable, appropriately positioned and properly located at all times
- Contributing to the maintenance of records including the daily diaries
- Contributing to annual and other reviews both by attendance and the provision of written reports.
- Collecting students from the residential schemes and bringing them to and from College
- Contributing to the assessment process for potential new learners.
- Loading and unloading vehicles and driving (no special qualification or licence needed)
- Being prepared to assist in supporting our learners in their physical and emotional needs

PERSON SPECIFICATION

Job Title: Learning Support Assistant

Responsible to: Lead or Senior Learning Support Assistant

	Essential	Desirable
Experience		
Working with people with profound and multiple learning difficulties		X
Working in an educational environment		X
Working with people with physical disabilities		X
Provision of personal intimate care		X
Experience of working in a multi-disciplinary team		X
Qualifications and Training		
A Qualification in Learning Support or willingness to obtain one	X	
An appropriate/relevant NVQ at level III or above or willingness to obtain one	X	
Qualification in Makaton / experienced in the use of Makaton		X
Trained to administer Medication		X
First Aid Certificate or willingness to obtain one	X	
Personal Qualities		
A strong commitment to the needs of the people we support	X	
A team player in a multi-disciplinary team	X	
Flexible and adaptable	X	
Proactive and resilient	X	
Patient	X	
Physically fit	X	
Competent in the use of ICT	X	
Innovative and creative use of technology		X
Driver with UK Driving Licence or compatible International Driving licence	X	

A commitment to Equality and Diversity	X	
A commitment to Safeguarding	X	
A commitment to Continuing Professional Development	X	
A knowledge and understanding of the policy and statutory environment in which we work	X	