

# JOB DESCRIPTION

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<b>Job Title:</b>	<b>Learning Support Assistant</b>
<b>Salary:</b>	<b>Salary negotiable</b>
<b>Location:</b>	<b>The Grafton Centre, Nr Montford Bridge, Shrewsbury SY4 1HF</b>
<b>Hours:</b>	<b>Full time or part time</b>
<b>Contract type:</b>	<b>Permanent, 40 weeks (term time plus 2 weeks)</b>

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## Main Duties and Responsibilities

- Working under the direction of Tutors to support students to access individualised learning programmes, within small classes and on a one-to-one basis
- Supporting students' learning and independence in the College and community environments
- Following communication, therapy, intervention and support strategies to help students overcome barriers to learning, including role modelling expected behaviours
- Supporting students with their physical and emotional needs
- To maintain confidentiality and ensure that safeguarding learners is paramount and promote a positive safeguarding culture at all times
- Assisting Tutors in preparing the learning environment and ensuring that all resources are available at the start of the session
- Assisting Tutors in clearing up after each session, putting work away, preparing displays of work etc.
- Contributing to daily records including student records of progress and achievement
- Occasional cover in the absence of the Tutor
- Providing personal intimate care to learners including the changing of continence aids
- Contributing to the assessment processes for students
- 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, to hand-over hand feeding, to fully assisted feeding
- Ensuring that learners are comfortable and appropriately positioned
- Loading and unloading vehicles and driving (no special licence needed)

# PERSON SPECIFICATION

**Job Title:** Learning Support Assistant

**Responsible to:** Learning Support Manager

	Essential	Desirable
<b>Experience</b>		
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
<b>Qualifications and Training</b>		
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	
<b>Personal Qualities</b>		
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	
	<b>Essential</b>	<b>Desirable</b>
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