

## JOB DESCRIPTION

POST:	Lead Learning Support Assistant
POST NUMBER:	
POSTHOLDER:	
WORKING HOURS:	Annualised hours 1500 over 40 weeks
GRADE:	Support Staff Pay scale 4
SALARY:	Points 20-21
DATE:	November 2021
PURPOSE OF POST:	To provide cross-college support and assistance to students who have specific learning needs, LSAs and the LDD Manager
RESPONSIBLE TO:	Learning Support Assistant Co-ordinator/ HOC ALS

### JOB DUTIES: **Support the LSA Co-ordinator in:**

1. organising the timetabling and placement of Learning Support Assistants.
2. recruitment of Learning Support Assistants
3. in monitoring the overall level and distribution of Learning Assistant support and redeploy where necessary.
4. inducting and mentoring of new staff.
5. overseeing and monitoring the logging of additional support records on EMILY.
6. Set up, manage and maintain appropriate contact records for Learning Support Assistants.
7. monitoring and supervising the work of Learning Support Assistants and maintaining observation records.
8. managing procedures for substitution cover.
9. liaising with the LDD Manager, Heads of Curriculum, support and teaching staff, parents and where appropriate, concerning the assessment of student support needs.
10. checking and advising on Learning Support Assistant pay claims.
11. Identify the need and contribute to the training of Learning Support Assistants.
12. liaising with Skills Development.
13. managing and monitoring the overall level and distribution of Learning Assistant support and redeploy where necessary.
14. monitoring and reporting on the effectiveness of the Learning Support Assistant's work through lesson observation, feedback and the PPR process.
15. liaising with Examination staff and provide amanuensis support to students, where possible.
16. working closely with the LDD Manager
17. timetabling staff for Inspiration Room.
18. Delegated responsibilities, as required, from LSA Co-ordinator/HoC ALS

19. Work collaboratively with LDD Manager/ LSA Co-ordinator with organisation of new student day and enrolment periods

#### **4. Supporting the LSAs**

- Hold regular group meetings with LSAs
- Support LSA Co-ordinator with timetabling LSAs
- Support LSA Co-ordinator with completing annual PPRs for LSAs
- Track and monitor LSA attendance, sickness and special leave
- Carry out lesson observations of LSAs
- Support LSA Co-ordinator with LSA recruitment

#### **5. Supporting the LDD Manager with the EHCP process**

#### **6. Supporting the College**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate internal nominee.
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop.
- Contribute to and support the overall ethos/work/aims of the College.
- Appreciate, support and respect the role of other professionals.
- Attend and participate in relevant team meetings and in-service training.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after the College timetable and at break times, as needed.
- Accompany teaching staff and students on visits, trips and out of College activities as required and take responsibility for a group under the supervision of the teacher.
- Take note of and comply with College HR procedures for reporting absences, lateness, etc.
- To undertake relevant qualification in learning support.
- To undertake any other reasonable request.

#### **The Post holder will:**

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equality of Opportunity and Diversity.
- Aim to provide a safe and secure environment for all our students in compliance with our Safeguarding policy.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify HR of any changes in personal details, eg a change of name or address, car registration number, telephone number, next of kin/emergency contact details, etc.

*The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and in, addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*

*Your duties will be as set out in the above job description but please note that the College reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.*

**This job description is current at the date shown but in consultation with the postholder it is liable to variation to reflect or anticipate changes related to the job. You will be consulted about any proposed changes.**

Signature of postholder: \_\_\_\_\_ Date \_\_\_\_\_

**JOB TITLE:** Lead Learning Support Assistant

**POST NO:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATIONAL QUALIFICATIONS/ ATTAINMENTS</b>	Educational qualifications to GCSE standard in Maths, English and ICT (4/C Grade) L2 LSA qualification	L3 LSA qualification
<b>EXPERIENCE REQUIRED</b>		Work with young people either through voluntary work, paid employment or family life
<b>SPECIAL KNOWLEDGE OR TRAINING</b>	Able to relate well to students with a diverse range of needs The willingness to undertake a relevant learning support qualification.	Counselling skills Computer skills Literacy support strategies Numeracy support strategies Knowledge of relevant policies and legislation Training in relevant learning strategies Knowledge of ASC, Hearing Impairment, Visual Impairment, Physical Disability
<b>ABILITIES, SKILLS &amp; PERSONAL QUALITIES</b>	Punctual and reliable Ability to communicate and establish rapport with young people and colleagues Ability to work as a member of a team Patience and humour Empathy Flexibility and adaptability Ability to work independently as well as within a team.	Able to manage students with emotional, behavioural and learning needs.
<b>RELATIONSHIPS</b>	Able to build and maintain stable, productive and appropriate relationships with students and staff boundaries Recognising and implementing professional boundaries at all times	
<b>MOTIVATION</b>	A desire to work with and support the learning of young people and facilitate student integration.	
<b>SPECIAL CIRCUMSTANCES</b>	Willingness to be flexible as to working hours according to the needs of the students	