



JOB DESCRIPTION

Job Title:	Learning Support Assistant (LDD Provision - Truro)
Responsible to:	Training & Development Coordinator
Salary:	£10.25 per hour
Hours of work:	Core hours 12 per week with additional 2 hours per month for review meetings (45 weeks per year in classroom; remaining weeks to be taken as leave in line with programme requirements)
Location:	Delivery 2 days per week (Tuesday and Wednesday or Thursday and Friday) in Truro
Contract:	Fixed term for year (extension dependent on funding)

CRCC's mission

'To enable Cornwall's communities to be vibrant, sustainable and inclusive'

Main duties and responsibilities

1. Provide learning support to individuals and small groups of students
2. Assist in the delivery of the curriculum to students with learning difficulties and/or disabilities and language needs
3. Use routine supervision and care skills to support students, including those who have physical, emotional or educational needs
4. Support the tutor in identifying the most effective teaching approaches and resources for pupils with particular needs
5. Help create and maintain an effective and exciting environment of learning
6. Develop and maintain effective relationships with learners that promotes learning
7. Keep the tutor informed about the progress and needs of students supported
8. Promote an inclusive learning environment across the programme
9. Liaise with parents and external agencies as required
10. Attend team meetings as required
11. Work as part of a team to ensure that the wellbeing, behaviour and personal development of students enhances learning opportunities and life skills
12. Participate in appraisal and professional development as appropriate
13. Understand and apply CRCC's policies
14. Carry out duties with regard to equal opportunities, health and safety and quality assurance
15. Any other duties that the tutor may, from time to time, ask to postholder to perform
16. Participate and accompany pupils off-site if required
17. Maintain confidentiality inside and outside the workplace
18. Be able to transport learners to both their education provision and work experience if required (driving is essential as is business insurance)

19. Complete and maintain professional CPD log in order to improve your skills, including those outside of mandatory requirements

This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary

Signed:

Dated:

PERSON SPECIFICATION – Learning Support Assistant (LDD provision)

		Essential	Desirable
Qualifications	Good standard of general education	✓	
	English and Maths at level 2 or above	✓	
	Qualification in learner support		✓
Experience	Evidence of being in a learning support role in an education setting	✓	
	Experience of supporting learners on a 1:1 basis	✓	
	Experience of working with students with special needs	✓	
Knowledge	Sound knowledge of the needs of learners relating to learning disabilities and physical disabilities and how to communicate effectively with learners for their understanding	✓	
	Sound knowledge and understanding of Adult Safeguarding and Prevent.	✓	
Interpersonal Skills	Ability to build effective relationships with learners with complex needs to facilitate learning taking place	✓	
	Ability to build and maintain good relationships with carers and parents of learners with complex needs	✓	
	Able to work as part of a team	✓	
	Able to effectively manage students' behavior in a positive manner with consistent clear boundaries	✓	
	Good pastoral skills, with a calm and caring approach	✓	
	Flexible approach and an ability to respond to changes in circumstances – ability to 'think on your feet'	✓	
	Commitment to work together with all stakeholders including the wider community	✓	
	Able to motivate students to learn	✓	
Technical Skills	Confident in the use of IT	✓	
	Able to contribute to curriculum delivery and classroom planning		✓
	High level of written and oral communication skills	✓	
	Organised administrative skills		✓
	Driver with own transport including business insurance	✓	
Qualities	Trustworthy – the role includes access to sensitive information	✓	
	Reliability and consistency in approach is required	✓	
	Approachable - learners, carers and parents need to feel they can access support	✓	
	'Can do' approach and a commitment to the programme	✓	
	Tolerance, patience and a calm aptitude	✓	
	Willingness to develop expertise and undertake further training to meet the demands of a developing role		✓

[CRCC ROLE PROFILE]

	Commitment to the role of a post-16 education and training programme aimed at developing and improving people's lives	✓	
	Sensitivity to the needs and expectations of individuals and to ensuring an appropriate level of responsiveness in all cases	✓	
	Commitment to high professional and personal standards of work and of conduct	✓	
	Commitment to continuous personal and institutional improvement.	✓	