

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

JOB TITLE:	Learning Support Assistant (Pool)
DEPARTMENT:	Access, Inclusion and Study Support (AIS)
REPORTS INTO:	Disability Support Co-ordinator
OVERVIEW OF THE JOB	
To provide additional support, for students with learning difficulties and/or disabilities. The support offered is determined by the needs of the student and could be across the range of subjects offered by the City Lit. Support is normally delivered in class.	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Provide Additional In Class Learning Support	<ul style="list-style-type: none"> • Provide support effectively in response to individual students assessed needs. • Work with sensitivity to the needs of students and respect in service confidentiality. • Liaise with the course Tutor and support Co-ordinator to provide additional support to students as required, ensuring that the course Tutor and support Co-ordinator are aware of any difficulties the student may have. • Help reinforce learning, clarify, explain, breakdown information and instructions from the Tutor, help the Tutor adjust learning environment for students as required. • Work to the lead of the classroom Tutor, providing access for the learner. • Scribe or note-take for the learner, depending on individual needs. • Encourage students to work independently to keep student/s 'on task' and focused and facilitate effective communication between the student, the Tutor, and the other students. • Provide flexible support to enable the student to access their education. • Promote independent learning and study skills.
Other	<ul style="list-style-type: none"> • Use ILT as appropriate to facilitate learning. • Maintain records of support as required for audit and quality purposes. • Assist students in the building or at break times using College facilities (if specified). • Attend relevant training/development events and meetings as required. • Work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding Safeguarding, Health & Safety, Equality & Diversity and customer care. • Support work could involve reading, scribing or invigilating in an exam situation. • Any other duties as appropriate to the post.

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES

SKILLS/EXPERIENCE REQUIRED

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REQUIRED	
<p>Essential</p> <ul style="list-style-type: none"> • A good level of competency in English, Maths and IT with minimum Level 2 (GCSE grade A-C) qualification in English and Maths or equivalent. • A qualification in learning difficulties, disabilities or student support, or a commitment to undertake training. • Can support students to overcome barriers to learning. • Excellent understanding of the needs and issues facing disabled people and students/people with learning difficulties. • The ability to explain and promote understanding of these issues and barriers encountered by disabled students to teaching staff and other students. 	<ul style="list-style-type: none"> • Be able to establish good interpersonal relations, as part of a team, with college staff and students. • Proven ability to work independently on a one-to-one basis and as part of a team. • Ability to organise student records of support and record and communicate information about support needs and support provided for the coordinator, etc. • Ability to promote excellent customer service. • Understanding of promoting Equality and Diversity. • Understanding of promoting Safeguarding and Health and Safety as appropriate to the role.

KEY STAKEHOLDERS/CONTACTS:	<ul style="list-style-type: none"> • Access Inclusion and Study Support department. • Disabled students wanting to access City Lit courses. • Course Tutors.
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HOURS OF WORK:	As and when required during the day (term-time), according to availability. We cannot guarantee a minimum number of hours.
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