

**Phoenix Learning and Care Ltd
Oakwood Court College**

JOB DESCRIPTION

POST:	LEARNING SUPPORT ASSISTANT (LSA)
TO WHOM RESPONSIBLE:	PRINCIPAL, via Line Management Structure
LINE MANAGER:	Curriculum Manager/LSA Manager
SALARY SCALE:	£8.00 rising to £8.75 per hour - Level 3 Award in Education & Teaching (AET), or equivalent.
TERM:	40 weeks per year

THE COMPANY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT

PURPOSE OF POST:

- i) Under the guidance of Tutors/Curriculum Managers, to respond effectively and sensitively to the broad ranging and often complex educational, social, emotional and recreational needs of students with learning difficulties and/or disabilities, within a curriculum environment.
- ii) To enhance and facilitate the achievement of a high quality educational service for students.

DUTIES:

- i) To work under the guidance and direction of the Tutor and in collaboration with fellow tutors/vocational trainers, in order to achieve and maintain high professional standards of student education and training.
- ii) To ensure that they are familiar with the Company's "Keeping the Learner Safe" Policy and their responsibilities with regard to Disclosure procedures
- iii) To offer support to students, on a 1:1 or small group basis, as directed.
- iv) To attend planned programmes of training and professional development in accordance with the Company's Staff Professional Development Policy Statement and Individual Training and Development Profile.
- v) To have delegated responsibility for supervising students, on a 1:1 or small group basis, for off-site visits organised as part of their educational programmes/training.
- vi) To be conversant with relevant statutory requirements which apply to the service provision: to ensure that such requirements, in so far as they apply to the post holder's role and practice, are adhered to.
- vii) To ensure that any delegated responsibilities are carried out in accordance with current policy statements. To pay particular regard to issues of Health and Safety, Risk Assessment and student welfare.
- viii) To present a positive, flexible attitude and student centred approach.
- ix) To undertake specific duties as determined by the post holder's line manager(s).

- x) To undertake, from time to time, any additional or revised duties as requested by the Principal, or as delegated to a member of the Senior Management Team.
- xi) This particular LSA post could have a communications bias and preference would be given to applicants with some qualification in this area.

This job description does not define in detail, all duties and responsibilities of the post. Duties will be reviewed annually, in accordance with the Phoenix Learning and Care Ltd Staff Appraisal Policy. Any modifications will be in consultation with the post holder.

Oakwood Court College - Learning Support Assistant - Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ○ Good Numeracy / literacy skills NVQ 2 for Learning Support Assistants or equivalent qualifications or experience Training in the relevant learning strategies e.g. literacy, behaviour management 	<ul style="list-style-type: none"> ○ Level 2: eg Supporting Teaching & Learning in Schools ○ Supporting Teaching & Learning in Schools Level 3 Award in Education and Training (AET) or other relevant teaching qualification ○ First aid training
Experience	<ul style="list-style-type: none"> ○ Working with or caring for children or vulnerable young people with learning disabilities of relevant age ○ Working with children or vulnerable young people with learning disabilities or challenging emotional and behavioural difficulties 	
Knowledge & Skills	<ul style="list-style-type: none"> ○ Effective use of ICT to support learning ○ Understanding of relevant policies / codes of practice and awareness of relevant legislation ○ General understanding of curriculum and other basic learning programmes / strategies ○ Basic understanding of human development and learning ○ Ability to relate well to children and vulnerable young adults ○ Work constructively as part of a team, understanding classroom/workshop roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> ○ Use of other equipment technology - digital photography, DVD, video, photocopier ○ Ability to self-evaluate learning needs and actively seek learning opportunities ○ Experience of Report writing
Personal	<ul style="list-style-type: none"> ○ Professional approach ○ Innovative ideas ○ Commitment ○ Sense of humour ○ Able to use own initiative ○ Drive and Energy ○ Good ICT skills 	
Written application	<p>Application shows</p> <ul style="list-style-type: none"> ○ Clear evidence of range of experience 	

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| | <ul style="list-style-type: none">○ Opportunities taken for personal development and refreshment○ A philosophy of education which relates to high achievement and an inclusive society○ Relates how the candidate may bring their personal qualities and experience to the post | |
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The above will be identified through the application / references and or interview

PAC July 2010