

JOB DESCRIPTION

Post:	LEARNING SUPPORT ASSISTANT (MAINSTREAM)
Responsible to:	Principal
Salary:	£15,205 pro rata Fixed Term until July 2018 Term Time Only Part Time
Conditions of Service:	Callywith College Conditions of Service.
Main Purpose of Job:	To provide support for students with identified learning needs and or physical support requirements across all programme areas
Specific Duties:	<p>To support students in all aspects of college life either in small groups or on 1:1</p> <p>To promote independent learning</p> <p>To enable students equal access to lessons</p> <p>To promote and facilitate Inclusive Practice.</p> <p>To support students to achieve individual targets</p> <p>To liaise with teaching staff to ensure student access to lessons and feedback on student progress</p> <p>Assist student in the use of special classroom equipment and teaching aids as required.</p> <p>To assist on any excursions or extra-curricular activities, these may also be residential.</p> <p>To assist as necessary with all aspects of students' personal needs, ranging from help with transport to toileting requirements.</p> <p>To help with students' personal hygiene and undertake any necessary cleaning.</p> <p>To undergo any training deemed necessary</p> <p>To attend departmental meetings</p> <p>To be flexible and prepared to change routines at short notice</p>

**General
Requirement:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Comply with Health and Safety Procedures as laid out in the College Health and Safety Policy.

Comply with the College's Equal Opportunities Policy.

Staff Development Activities.

General College Developments.

Callywith College is a new institution, which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post holder will also be required to undertake such other tasks as the Principal from time to time may determine.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

MAINSTREAM LEARNING SUPPORT ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- A level 2 (or equivalent) in both English and Maths
- A good standard of IT skills
- A warm and understanding nature
- A ready sense of humour
- Experience of assisting students with special learning needs
- The ability to work as part of a team
- The ability to foster students' own personal development through direct assistance.
- A willingness to undergo Learning Support accredited training if a suitable qualification is not held.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.