

**THIS DOCUMENT IS NON CONTRACTUAL
AND IS REVIEWED REGULARLY**



The Cheadle & Marple College Network

JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT

Primary Purpose

To provide support for individual students who have a variety of specialist support needs across the college and within specialist LDD provision, in order that they can access their chosen programme of study and successfully achieve their individual learning goals followed.

To be responsible to Lead Learning Support Assistant/Learning Support Team Manager

Accountabilities

- To work closely with the tutors and other Team members in order to ensure that all students are able to learn and achieve through the appropriate support provision
- To work with individual students ensuring their learning needs, physical and/or personal care needs are met
- To work within a group and with individual students
- Duties may include supervision during breaks, lunch times, meeting students on arrival in the morning and as they leave at the end of college and any external trips/visits
- To work with individual students with particular learning needs ie visual/auditory impairment, physical disability or learning difficulty within their programme area
- To assist in the production of specialist learning materials eg enlarging, photocopying and producing documents in an accessible format.
- To liaise with college staff regarding the welfare of individual students and to act as their advocate as necessary
- To keep records of the support undertaken whilst supporting students and ensure that these are updated as required and filed in the relevant audit file.
- To be proactive in the identification and review of specific strategies used in order to support learners effectively.
- To promote and safeguard the welfare of any students with whom you come into contact
- To be aware of your college entitlement to professional development
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work
- To understand the college's health & safety policy and to work within its guidelines

Additional Duties

- To ensure that the learning environment is clean and tidy and wall displays are attractive and well presented.
- To support during the annual student residential and annual pantomime, which may involve some unsociable working hours out of the college usual working day.