



**PLUMPTON**  
COLLEGE

Learning Support Assistant	
Reporting to:	Inclusive Learning and Development Lead
Working Hours:	Part-time (22.5 hours per week) term-time only
Salary:	£23,477 - £27,223 per annum (full time equivalent, to be pro-rated for agreed working hours)

### Job Purpose

To support individual and/or small groups of students with their learning.

To ensure that all learners receiving support have the opportunity to achieve as well as their peers, and are able to stay as independent as possible.

To provide learning support that contributes to an outstanding learner experience from start of their college journey to progression into further study or employment.

### Duties and Responsibilities of the Job

#### *Role Specific Duties*

1. Working with individual or small groups of student(s) as required on a day to day basis
2. Developing an understanding of the needs of the student(s) being supported
3. Developing and implementing learning plans to meet the needs of student(s)
4. Take into account the needs of the student(s) and ensure the student(s) is able to understand what they need to learn through appropriate clarification, explanations, equipment and development of materials
5. Building and maintaining successful relationships with students and treating them consistently with respect and consideration
6. Promoting and encouraging independent learning
7. Acting as an advocate for the student(s) to ensure their views are expressed clearly and accurately
8. Reinforcing learning, keeping student(s) on task and building motivation
9. Assisting student(s) with physical needs

10. Supporting student(s) with reading and writing, in class, during private study and in exams / controlled assessments
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11. Helping students to record work in an appropriate way
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### *In relation to Teaching and Learning*

12. To model good practice for the student(s) with respect to learning and behaviour
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13. To have formal and/or informal meetings with teachers to contribute to planning lessons/activities as necessary
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14. To participate as a member of appropriate programme teams, including attending meetings as requested and briefings in the morning
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15. To liaise with administration staff regarding any necessary preparation and up-to date maintenance of Programme Master Files
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16. To take registers for all sessions and ensure that absences are reported
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17. In line with the College's QA guidelines, to prepare and maintain schemes of work (records of work) as required, assessment records and provide feedback to student(s) and the Programme Leader
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18. To adhere to the College Safety Policy, ensuring that appropriate safety standards are maintained during all College activities
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### *Supporting the Programme Manager*

19. Preparation of materials for audit, verification and inspection
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20. Participating in, and contributing to, activities involving the recruitment and selection of students, and marketing and promotional activities on behalf of the College
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21. Maintaining effective communication with other staff, including attendance at curriculum area and staff meetings
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### *Continuous Professional Development*

22. To acquire and maintain professional knowledge, understanding and skills
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23. To participate in the College's appraisal scheme and make any required improvement(s) / development(s) within the specified time period
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### *Other Duties*

24. Undertake any other reasonable duties from time to time as requested by the Principal, Head of Department, or Senior Management
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25. To undertake such other duties commensurate with the grade of the post as may reasonably be required
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## Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity, and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

<b>Essential criteria for the post</b>
Experience of working with young people experiencing with Social, Emotional, and Mental Health needs and challenging behaviour
Good interpersonal skills with the ability to develop and maintain positive working relationships with people
Excellent written and verbal communication and IT Skills
Minimum Level 2 in literacy and numeracy
Experience of working with learners with SEND
Willing to work towards Level 2 qualification in first year
<b>Desirable criteria</b>
Learning Support or similar qualification
Welfare, pastoral and/or safeguarding experience

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be considered for the right candidates. This is term time only post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

### Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than

Date issued...

JD category .....

Agreed by .....

another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.