



LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

Job Title: Learning Support Assistant

Responsible to: Teacher

Job Purpose

To support the delivery of teaching, learning and care to the learners at Trinity in a proactive manner that promotes social and independence skills, and enables them to reach their full potential.

Education Delivery

- Support learners learning in class group settings, and smaller group teaching sessions as appropriate
- Deliver individualised 1-1 teaching sessions.
- Differentiate lesson delivery according to student need and ability.
- Support learners to achieve individual outcomes and targets.
- Ensure resources are planned and ready to use in support of the young person during the lesson.
- Update and contribute to learning plans and data base records.
- Contribute to the assessment of learning.
- Ensure the development of subject delivery through sharing skills and specialism in a vocational or life skills area.
- Facilitate person centred plans and provide access to relevant learner services.
- Contribute to the Education, Health and Care Planning process.
- Identify and contribute to the development of resources that aid learning.
- Actively engage with the delivery of enrichment and community activities

Safeguarding

- You will familiarise yourself with the Safeguarding & Child Protection Policy
- You will be fully aware of the referral process to follow for raising safeguarding concerns
- You will familiarise yourself with the Keeping Children Safe in Education Part 1 and understand the requirements of this

- You will be aware of the Early Help process and how that can support young people up to the age of 25, who have an EHCP in place
- You will ensure that you are aware of the DSL contact details
- You will use the My Concern Online Safeguarding System for the reporting in of any safeguarding concerns

Prevent Duty

- You will familiarise yourself with the Prevent Policy and our responsibilities within this
- You will be vigilant towards the learners in identifying signs that might indicate that they are being caught up in some form of radicalisation
- You will be mindful of what websites learners are visiting online and also any use of chat rooms or social media

Care and Welfare

- Safeguard learners by being vigilant and by following the appropriate procedures.
- Support the emotional wellbeing of learners.
- Support the individual needs of learners with intimate and personal care.
- Support the individual health care needs of learners including the administration of medication where required.
- Communicate with learners using their identified methods of communication.
- Promote independence in all aspects of the student's life.
- Support independence in travel training for learners including using public transport to and from college – this may involve working outside of your contracted hours.
- Support learners to attend college on Trinity transport – this may involve working outside of your contracted hours.
- Manage the behaviour of learners, contributing to individual behaviour support strategies, ensuring any behavioural incidents are recorded.
- Maintain care plans and behaviour records.
- Contribute to risk assessments in a way that is risk sensitive and not averse, ensuring that any residual risk to learners is effectively managed and minimised whilst ensuring appropriate opportunities are made accessible to learners.
- Liaise with parents, carers and professionals where required.

General

- Familiarise yourself with and follow all college policies and procedures.
- Ensure that you are aware of your responsibilities in terms of the Health and Safety of the learners, college, colleagues and visitors.
- Maintain professional boundaries whilst ensuring that positive relationships and a good rapport are built up with all learners, colleagues, visitors and other stakeholders.
- A professional approach to your work is required at all times, ensuring positive role modelling to both learners and colleagues.
- Monitor your performance and the quality of your own work in relation to outcomes for learners.

- Attend staff training as and when required.
- Attend and contribute to staff meetings.
- Take a proactive stance in ensuring the best interests of the learners, and the college are maintained at all times.
- Carry out any other duties commensurate with this role when asked to do so.

In consultation with you this job description is liable to variation by College managers to reflect or anticipate changes in the College's requirements.