



EAST COAST COLLEGE

Job Description

Job Title:	Learning Support Assistant
Reports to:	Assistant SEND Manager
Terms of Employment:	Support
Salary Banding:	Band E

Purpose of Role:

Provide professional and effective guidance and support to students who have a wide range of learning and/or physical disabilities including complex needs, autism and SEMH, to enable them to reach their full potential. This may include supporting students displaying challenging behaviours. This support includes all areas of their Study Programme or course including in-class, external activities and work experience to enable and promote increasing independence.

The role will be allocated a main campus, however, you will be expected to work across all sites that ECC operates in, as and when required.

Main Duties

- 1 Support individual/small groups of students' learning in the classroom, workshop, on work experience, trips and visits and other learning environments.
- 2 Assisting students with class work, written or practical as appropriate to the activity including helping break learning down, gathering evidence for portfolios and reinforcing strategies to help them engage in their learning.
- 3 Work closely with the course teachers to ensure the student has support with English, mathematics, information technology and all other areas of study.
- 4 Support students to use assistive technology as well adapting materials under the direction of the teacher to ensure students can be as independent in their learning as possible.
- 5 Support students with medical needs who may require administration of medication, following the College's policies and procedures. For those

students requiring the application of medications, e.g., Buccal Midazolam, the College will provide appropriate training and support.

- 6 Support students who require non-intimate personal care, that is, escorting students to toilet facilities and checking that the student is ok. For intimate personal care and involving moving and handling, the College will provide appropriate training and support.
- 7 To undertake relevant mandatory training as and when required.
- 8 To support students on Foundation and Progression courses in unstructured times – such as breaks and lunch times, ensuring students are looked after, safe and receive any additional support according to their individual needs and to be able to access their food, e.g., supporting them in the lunch queue or opening packets and bottles. For students requiring specialist feeding support, the College will provide appropriate training and support.
- 9 Act as an invigilator, reader, scribe and general support during examinations as required.
- 10 Work alongside teaching staff to assist in the preparation, upkeep and organisation of student resources and records. Using ProMonitor to record information and contributing to eLLPs.
- 11 Support the teacher in classroom management & inclusion and disciplinary processes; however, overall classroom discipline remains the sole duty of the teacher.
- 12 Work together with the student, teacher/Leads and the SEND team to support the EHCP reviewing process, as and when needed.
- 13 To be aware of students' exit points and goals to support them to work towards productive adulthood and/or employment.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training will be given to enable the post holder to undertake the new/varied work.

All Team ECC staff members are required to:

- Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- Be responsible for safeguarding and promoting the welfare of students.
- Ensure literacy, numeracy and diversity are embedded and promoted.
- Ensure the health, safety and wellbeing of students, staff, contractors and visitors, in accordance with the College Health & Safety Policies.
- Ensure that all staff and students in your area are aware of safeguarding requirements and comply with the College's Safeguarding Policy.
- Attain level 2 Literacy and Numeracy.

Confidentiality and Information Sharing

The post-holder must handle all student and staff information confidentially and share it only with authorised individuals in line with safeguarding and data protection requirements.

Person Specification

Essential Criteria	Desirable Criteria	Assessment Method
Qualifications and Training Level 2 Literacy Level 2 Numeracy Evidence of continuous professional development	Qualifications and Training Health & Safety First Aid Level 3 Award in Supporting Individuals with Learning Disabilities – or willingness to work towards Manual Handling	Application and certificate evidence

	<p>Epilepsy/other medical conditions</p> <p>Administering medication</p>	
<p>Experience and Skills</p> <p>Experience of working and supporting students with learning difficulties</p> <p>Confident managing a varied workload</p> <p>Excellent communication</p> <p>To work flexibly and as a cohesive and committed member of cross college teams</p> <p>Proven ability to support students in gaining independence towards their aspirations</p> <p>Good IT skills</p> <p>Confident liaising with other departments and external agencies e.g. Speech and Language</p>	<p>Experience and Skills</p> <p>Experience of working in a college or educational establishment</p>	<p>Application and interview</p>
<p>Knowledge</p> <p>Safeguarding children and vulnerable adults and relevant regulations and procedures</p> <p>Different social, cultural and physical needs of young people</p>	<p>Knowledge</p> <p>SEND Code of Practice</p> <p>EHCP's and the processes around them</p>	<p>Application and interview</p>

Personal Qualities and abilities	Personal Qualities and abilities	
<p>Successful</p> <p>Professional</p> <p>Aspirational</p> <p>Respectful</p> <p>Maintain a safe and appropriate environment for children and young people</p> <p>Commitment to the students and their aspirations and achievements</p> <p>Flexibility to work across campuses within East Coast College</p>		<p>Application and interview</p>

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