



New College Durham

JOB DESCRIPTION

Job Title:	Learning Support Assistant
Grade:	Support Grade D
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	School of Education and Supported Learning
Accountable to:	Head of School/Learning Support Business Manager

Job Purpose

To provide additional learning support for learners in a range of settings.

Key Result Areas

1. Provide 1:1 care/personal support both in and out of class, including some break times and at the start and end of the day; learners and potential learners with the identification of and transition to suitable options. Participate in appropriate College information events and activities, including ASC evening rotas.
2. Provide support for individuals or groups of learners in class and workshop situations, under the direct supervision of the teacher/lecturer;
3. Contribute to the development and adaptation of resources and course materials for learners with particular support needs;
4. Work closely with lecturers, to ensure that the support needs of learners are met;
5. Contribute to the maintenance of student records for attendance, behaviour and reviews of student progress;
6. Attend curriculum meetings and student reviews, as required.
7. Ensure responsible working practices in relation to the Safeguarding of Vulnerable Groups.
8. Any other duties commensurate with the grade and status of the post.

General Responsibilities



A leading College of further and higher education
Principal and Chief Executive: John Widdowson CBE

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job Title: Learning Support Assistant

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE/O Level, Grade C or above) or equivalent	1	✓	
Learning Support/Teaching Assistant Qualification or Skills for Life/Basic Skills Qualification (Support/Teaching) at Level 2 or prepared to work towards either qualification	1, 2	✓	
Accredited learning in any of the following: Deaf Awareness/Sign Language, Learning Difficulties/Disabilities, First Aid, IT, Assessing and/or Supporting Specific Learning Difficulties/dyslexia	1		✓
Commitment to ensuring the safeguarding of children and vulnerable adults	1, 2, 3	✓	
Skills	Assessed by	Essential	Desirable*
Recent experience of working with young people or adults who have learning difficulties and/or disabilities, in a care or educational setting	1, 2		✓
Competent user of a range of IT packages, including Microsoft outlook, Excel and Word	1, 3, 4		✓
Recent experience of working in a Further Education institution	1, 2		✓
Ability to demonstrate good communication and interpersonal skills	2, 3	✓	
Ability to demonstrate good organisational skills including the ability to prioritise and manage own workload	2, 3		✓
Awareness of equal opportunities issues	1, 2	✓	
Ability to remain patient, personable and sensitive, with a calm approach to handling problems or difficult situations	2, 3	✓	
An understanding of the importance of confidentiality and a commitment to upholding confidentiality	1, 2, 3	✓	

Suitable to work with young people and vulnerable adults	1, 2	✓	
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*For the post holder to be successful in the role, all criteria within the person specification *For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criterion might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: September 2019