

## Job Description

**Post Title:** Learning Support Assistant (AA4085)

**Evaluation:** 420 Points **Grade: N4**

**Responsible to:** Adult Learning and Skill Manager

**Responsible for:** N/A

**Job Purpose:** To support the learning of individuals and groups under the leadership of the Adult Learning and Skills tutor responsible for the group

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To enable learners to maximise their learning in every learning session and during other activities, eg in the workplace, external visits
- 2 To contribute to ensuring that all learning activities are in line with the expectations and requirements of the Adult Learning and Skills tutor's planning for the group and individuals
- 3 To ensure that the learning strategies used best meet the needs of the individual
- 4 To enable learners to develop independence both in the classroom and in the workplace
- 5 To support learners in the management of their behaviour
- 6 To adapt and develop resources to meet individual needs
- 7 To maintain records as required
- 8 To contribute to effective liaison between the Service and outside agencies, including parents, carers, guardians, social workers, work placements and other relevant agencies
- 9 To take part in and contribute to monitoring and evaluation activities
- 10 To participate in and contribute to staff development
- 11 To ensure that the support offered meets the standards set out in the learner charter, including the equality of opportunity in service delivery

- 12 Contribute to policy development for area of responsibility including the service's self assessment report, and to provide advice and guidance on policies as required.
- 13 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 14 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.