

Job Title: Learning Support Assistant – Level 2

Service: Cambridgeshire Skills

Reports to: Curriculum Manager

Grade: Level 2

Location: Field

Job Purpose:

Support the tutor to facilitate the active participation of learners in academic and social activities. Contribute to raising standards of achievement for all learners.

Principal Accountabilities:

1. Support for learners

- In conjunction with the tutor, adapt lessons to meet the needs of individual learners and small groups.
- To assist in the assessment and diagnosis of maths, English and other support needs of individuals/groups of learners under the direction of the tutor and ensure appropriate records are retained
- Establish and maintain supportive relationships with individual learners and small groups to ensure they understand and can achieve the tasks.
- Provide learning support to learners with additional needs, or where English is not their first language.
- To support learners with the enrolment process ensuring records are accurate and maintained for audit purposes
- Encourage and promote inclusion in the classroom, ensuring all learners feel involved with tasks and activities.

2. Support for the curriculum

- Support the service curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich the learner experience.
- Provide targeted support to enhance learning and improve achievement.

3. Support for the tutor

- Assist in maintaining class records and contribute to reports on learner progress and development as directed.

- Monitor and track progress and provide feedback to assist in developing of learners' needs.
- Contribute to the planning and evaluation of work programmes for individual learners and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the tutor as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of learner behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the service

- Develop and maintain effective working relationships with other staff and learners.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other learning support assistants as required.

PERSON SPECIFICATION

EDUCATION & KNOWLEDGE	<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> • Proven skills in Maths and English • Understanding of Health & Safety risks in the education context • Confident in using ICT systems to support learning <p style="text-align: center;">Desirable</p> <ul style="list-style-type: none"> • GCSE A-C in Maths and English • Accredited Teaching Assistant qualification at NVQ 2 (or equivalent) or working towards accredited qualification • Understanding of Adult Education • Appreciation of how planning and evaluation tools can support learning
EXPERIENCE	<p style="text-align: center;">Desirable</p> <ul style="list-style-type: none"> • Previous experience as a Learning Support Assistant/Teaching Assistant (or equivalent)