

## Learning Support Assistant – Job Description

**Job Title:** Learning Support Assistant (LSA)

**Based at:** Bexhill

**Line Manager:** Learning Support Coordinator

**Pay Rate:** £19,950 pro rata

**Length:** Term Time Only

**Contract type:** Fixed

**Work pattern:** *Term Time Only*

**Job Purpose:** This role has been designed to support learners with their educational needs and to promote independence. Deployment of this post will depend on the needs of the college. The appointed person will be responsible for monitoring and supporting students that have additional needs. The appointee will also help develop and feedback on the development of the Learning Support Team.

**Responsibilities:**

- Supporting learners in their studies (including English and Maths) and to access the physical environment
- Meeting with Learning Support Coordinators to report concerns and carry out duties as directed
- Working collaboratively with relevant departments to ensure quality student experience and safety
- Monitor and log student progress in relation to EHC outcomes
- Log support given to students in relevant files
- Produce and maintain learner profiles for teaching staff use following Learning Support Team's proforma
- Raise any safeguarding concerns in a timely manner in line with college policy
- Provide support to cover exam concessions
- Contribute to quality improvement processes across college
- To facilitate extra-curricular activities (including Life Skills and clubs)

**Essential Criteria:**

- Great communication skills
- Good level of IT knowledge
- Up to Level 2 English and Maths qualifications
- Ability to form positive working relations with students and staff
- Clear enhanced DBS check

**Desirable Criteria:**

- Knowledge of SEN and High Needs learning
- Subject specific knowledge (Games, Media or Music)
- Previous experience of supporting young people in education