

## **Learning Support Assistant**

### **Job Description**

To provide support for the lecturing staff at Orchard Hill College and Academy Trust in providing educational activities for adults with special needs.

To assist with the provision of all educational activities by:-

- a) facilitating the regular attendance of students, providing each student with the support needed to carry out learning
- b) carrying out therapy and health and well-being programmes which support learning as directed by the nurse, therapist and lecturer
- c) ensuring that agreed individual programmes of learning for students are implemented
- d) working in harmony with all staff to ensure a positive atmosphere within the College is maintained for the benefit of students
- e) ensuring that students' well-being is maintained at all times

### **Reporting Relationships**

The Learning Support Assistant will report to their direct manager (Head of Learning Centre /Lecturer).

### **Functional Links**

The Learning Support Assistant will be expected to work under the guidance of the assigned Lecturer(s).

The Learning Support Assistant will liaise with parents, carers, other professionals and volunteers as required.

### **Duties and Responsibilities**

1. To support all students attending the College, including some who may communicate through challenging behaviour, to progress to their chosen career destination, greater independence in home and community living and further community based learning.
2. To support students in gaining self-confidence and independence through encouragement and reassurance and through the use of teaching and learning strategies as directed.
3. To support students in accessing a range of home, community, work related and basic skills learning programmes, under the direction of the lecturer.

4. To create and develop learning resources as directed by the lecturer.
5. To support students to access health and well-being programmes as directed by the nurse and/or the lecturer.
6. To support therapy objectives and activities, which support learning, as directed by the therapist and/or lecturer.
7. To demonstrate a commitment to the safeguarding of children and vulnerable adults.
8. To assist in liaising with direct care staff, therapy staff and other agencies under supervision as required.
9. To physically support students as they walk, push students in wheelchairs and operate manual handling equipment e.g. hoists, under guidance from colleagues/students.
10. To work with students on a one to one basis in the community and/or workplace and/or home.
11. To support students with personal/intimate care and after training, to give students their medication in accordance with the direction of the nurse.
12. To support students in a swimming/hydro therapy pool (staff swimming ability will be taken into account to determine the level of support given).
13. To participate, with teaching staff, in the planning, recording and evaluation of learning programmes for individual students.
14. To assist in the preparation and adaptation of teaching materials, worksheets etc. as necessary.
15. To assist in carrying out individual learning programmes including literacy and numeracy, keyboard skills, life skills, and to ensure that the student's individual programme is carried out in all settings (e.g. working in small groups).
16. To assist with instruction in the use of specialist equipment (e.g. computer) and, where appropriate, the correct and safe use of tools and equipment.
17. To support students with the use of ICT and educational aids, e.g. computers, iPads and other technology equipment, video, communication devices, under supervision as required.
18. To participate in staff development activities and contribute to multi-disciplinary discussion of the student's needs/progress.

19. To assist in the recording of student progress, evaluation and monitoring, under guidance from colleagues, using ICT as necessary.
20. To actively promote equality and diversity, recognize and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
21. To promote and implement all agreed policy statements, e.g. Safeguarding of Children and Vulnerable Adults, Health & Safety, Equality and Diversity etc.
22. To work at any College centre as required.
23. To undertake such other duties of a similar nature from time to time as may be required by the Principal.

## **Other Information**

This post involves working with students who may exhibit challenging behaviours. In order to ensure the safety of the post holder and others, the post holder must be able to participate fully in training provided in Physical Interventions and be able to carry out agreed Physical Intervention procedures at work.

Some students use wheelchairs and require personal care and hoisting. This post involves active assistance of students to carry out these areas of learning, following training.

Whilst not a requirement of the post, applicants with a licence may be asked, if willing, to take a test with a view to driving the college minibus.

The postholder must be prepared to follow the College's LSA apprenticeship programme and work with the range of SEN with training including SEMH and PMLD.

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.