

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Learning Support Assistant	JEID	M0533
Salary Grade:	Scale D		
Team:	Adult and Community Learning		
Service Area:	Communities		
Primary Location:	Pound Lane Learning Centre, Lillington, Leamington, CV32 7RT		
Political Restriction	This position is not politically restricted.		
Responsible to:	Programme Manager		
Responsible for:	Learners with Learning Difficulties or Disabilities		

#### Role Purpose

To enable learners to achieve by providing additional support to adults with learning disabilities and/or learning difficulties.

#### Role Responsibilities

##### Under the direction of a tutor:

- support adults to enable them to engage more fully in the adult education class of their choice
- work with learners in a range of curriculum activities, as individuals and in small groups
- supervise and support learners using a range of assessment techniques
- monitor learners' progress in order to provide focused support and feedback
- evaluate learners' responses to activities and adjust the approach accordingly
- direct the work, where appropriate, of other support workers/carers in the classroom
- use effective strategies to promote positive behaviour, reinforcing WCC and ACL policies and guidelines
- assist learners with emotional/behavioural difficulties, to refocus them on their work and defuse potential conflict situations

- use your ICT skills to advance learning
- act as an informal amanuensis for learners who have difficulties recording their ideas and consequently build their confidence
- coordinate and manage learning activities in ways which learners keep safe
- help ensure that health and safety requirements are adhered to
- respect confidentiality in all aspects of the role
- attend appropriate training and staff development opportunities
- attend required meetings and contribute to the work of the team
- advise tutors and other class members on any issues that may affect the adult/adults that you support
- support and encourage learners to take care of their own possessions
- any other duties and responsibilities within the range of the salary grade

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Assessed By:

Essential Criteria	A, I, T, D
L2 Maths and English qualifications	A T D
Understand the barriers to learning that adults with learning disabilities and learning difficulties face and how these can be overcome	A I
Ability to promote positive behaviour and address inappropriate behaviour	A I
Experience of demonstrating a positive attitude to equality of opportunity	A I
Understand the importance of safeguarding policy	A I
Experience of handling confidential information with tact and discretion	A I
Excellent communication skills, both written and verbal	A I
Good ICT skills	A I
Ability to work as part of a small team and on your own initiative	A I
Flexibility in approach to work and hours including working in different locations across the county	A I
Administrative experience including keeping records, preparing materials for tutors etc	A I
Ability to use a range of methods to support learning	A I

Commitment to health and safety	A I
Commitment to undertake appropriate training and staff development	A I
This post is subject to satisfactory checks through the Disclosure and Barring Service	D

Assessed By:

### Desirable Criteria

Ability to communicate using sign language	A I
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## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Safeguarding children and vulnerable adults

Adult & Community Learning is committed to safeguarding and promoting the welfare of its learners and complying with best practice in the application of safeguarding. It expects all staff and volunteers to share this commitment. ACL's Learning Support Assistants are not required to undergo safeguarding checks currently via the DBS (Disclosure and Barring Service) process.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/

	kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	✓ Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	✓ Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	✓ Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	