



Learning Support Worker

Job Description

Job Title	Learning Support Worker
Department	Additional Learning Support
Reporting to:	Deputy Education Support Managers
Main Purpose of the role	
<p>To support students with a range of learning/behavioural difficulties, (barriers to learning) enabling them to work as fully as possible to achieving their goals/qualifications. The post holders will be members of the Additional Learning Support Team and may be attached to a specific student/group or individual across the college.</p>	
Key Tasks / responsibilities:	
<ul style="list-style-type: none"> • To support students in achieving their goals and qualifications in an agreed range of settings • To work collaboratively with teaching staff and others to support learner progress and achievement through 1:1 or group support in an agreed range of settings • To supervise the students during the times when they are not directly supervised by lecturing staff (e.g. breaks, lunch times and assisting with transport arrangements.) □ To assist the students with any personal care needs as appropriate □ To adapt/modify some curriculum materials as necessary. • To promote equality and diversity. • To work closely with the Deputy Education Support Managers, Education Support Manager and teaching staff to identify ongoing support needs of one or more identified learners in the college environment • Attend team meetings, curriculum meetings, tutorials and review meetings where appropriate. • Complete and submit compulsory documentation in a timely manner • To attend staff development as appropriate • To be a positive role model for all staff and students • Any other duties required by line manager from time to time 	
Role Dimensions	
<ul style="list-style-type: none"> • The post usually falls into college term time (normally 36 weeks per year) • Cross college • 1:1 • Ratio support e.g. 1:5 • Group support 	

<ul style="list-style-type: none"> Disability support 					
Key Interfaces					
<ul style="list-style-type: none"> Deputy Education Support Manager Education Support Manager Learning Area Managers Teaching Staff Student/Curriculum Administrators Education & Wellbeing Mentors 					
Supporting College Goals and Values – all roles					
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. Promoting the image of the College as one that is committed to the highest standards of delivery and service. Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. Promoting and implementing best practice in Health and Safety, 					
Measurable Performance Standards for this role					
<ul style="list-style-type: none"> To support the success and progression rates for learners receiving additional learning support 					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced with barred list checks					
Author and Date					
Emma Vowels July 2017					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Learning Support Worker



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Good standard of general education including Maths and English at GCSE Grade C or above (or equivalent).	✓		Application form
Experience and knowledge			
Experience of working with young people and/or adults with a range of barriers to learning	✓		Application form/ interview
Skills and abilities			
Ability to Show initiative	✓		Application form/ interview
Ability to work as a member of a team	✓		Application form/ interview
Ability to adapt to different situations and individuals	✓		Application form/ interview
High Level of commitment to improving people's lives through learning	✓		Application form/ interview
High levels of personal integrity positivity and to be proactive in responding to the needs of the college students and other staff	✓		Application form/ interview
Values diversity with strong commitment to promoting equality and business excellence	✓		Application form/ interview
Interest in development and motivation for improved skills	✓		Application form/ interview
Criteria	Essential	Desirable	Assessed by

Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
Ability to obtain a satisfactory Disclosure Certificate	✓		<<Application form>>
Must be available to work from Monday to Fridays and evenings if required at any of our Bristol Campuses	✓		Application form/ interview
Current Driving Licence		✓	Application form/ interview