

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Learning Support Advisor- Term time only
Responsible to:	Head of Curriculum
Responsible for:	

1.	Job Purpose:
1.1	To assist academic staff in providing effective educational opportunities and personal support for learners with additional needs and/or disabilities

2.	Key Responsibilities:
2.1	To provide learning support for learners across the College as directed by their Line Manager and relevant course tutor. This may well involve remote/virtual support
2.2	To liaise with academic staff to provide suitable educational opportunities for learners
2.3	To be responsible, as directed by their line manager, for managing directed private learning (DPL) with groups of learners if required
2.4	To undertake specific additional responsibilities, as directed by the line manager, such as supporting/advising vocational staff, adapting resources and potentially assisting with the personal care of learners
2.5	To liaise directly with parents, service providers and/or employers as agreed with academic staff
2.6	To maintain and update relevant College recording processes, including management information systems
2.7	To provide administrative support as required
2.8	To ensure the implementation of Equal Opportunities across the College
2.9	To ensure the implementation of Health, Safety and Welfare policies across the College

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3.	Specific Duties:
3.1	To safeguard children and vulnerable adults from harm and to report concerns in accordance with the College's internal referral arrangements
3.2	To deal professionally with colleagues and external partners as required
3.3	To ensure the confidentiality and security of all the College's documentation and information
3.4	To attend training/refresher courses and meetings as required by the Line Manager
3.5	To co-operate and take part in the College's appraisal scheme
3.6	To carry out other such appropriate duties that maybe reasonably required to successfully carry out the role

4.	Budget Responsibility:
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Partnership at all times. (if no budget responsibility state "The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	<p>The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.</p>

8.	Safeguarding Children and Vulnerable Adults:
8.1	<p>The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)</p>

9.	TEC Partnership Policies and Procedures:
9.1	<p>All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.</p>

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 2/GCSE English and Maths Possess or willing to work towards a Level 3 qualification in learning support General education to at least Level 2 standard Possess or willing to work towards a Moving and Handling qualification	E E E E	
Specialist Knowledge	Knowledge of a range of additional needs Knowledge of equality and diversity issues Knowledge of behaviour management techniques	E E	D
Experience	Experience of delivering Learning Support within an educational setting Experience of supporting learners with personal care needs	E	D
Skills and Attributes	Ability to support learners sensitively Communication skills – verbal and written Good organizational skills Interpersonal skills ILT skills including Word, Excel, Outlook, Moodle, Internet and Power Point Learner focused Highly effective communicator Enthusiasm and commitment Professional Flexible and adaptable Able to work on own initiative Able to deal effectively with new challenges Able to develop effective working relationships Able to work under pressure and prioritize Able to work effectively as part of a team Suitable to work with children, young people & vulnerable adults	E E E E E E E E E E E E E E E E	D
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable