

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Learning Support Practitioner
Responsible to:	Head of Area
Responsible for:	N/A

1.	Job Purpose:
1.1	Work with the Programme Leader(s) to provide an excellent experience to learners through exemplary learning, teaching, standards of assessment and skills development.
1.2	Work closely with other members of the course team(s) to support high quality information, advice and guidance; recruitment, retention, achievement, success and progression of individual learners within a framework of continual quality improvement.
1.3	Support the provision of high quality learner experience through all stages of the learning journey

2.	Key Responsibilities:
2.1	Embrace and positively promote the Institute Group's approach to supporting the Learner Journey.
2.2	Contribute towards a high quality initial careers information, advice and guidance to ensure that learners' needs are met.
2.3	Deliver high quality teaching, learning support and assessment to learners.
2.4	Provide excellent subject support to learners.
2.5	Contribute towards the maintenance of accurate records of learner work and progress.
2.6	Support learners to progress through their programme and track learner progress as appropriate.
2.7	Maintain effective and professional relationships with internal and external stakeholders i.e. parents, employers and external agencies.
2.8	Work as an effective member of the course delivery team.
2.0	Support links with employers and high quality work experience and visits appropriate to the programme.

3.	Specific Duties:
3.1	Ensure learners' educational experience is varied, enjoyable and achieves primary and additional learning goals.
3.2	Provide teaching and learning support to learners; assess learning according to a formal timetable of 1100 contact hours per year on a range of premises including those of employers.
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3.4	Plan for and assess learners according to awarding body standards and Institute Group requirements and provide high quality and timely feedback to learners on all assessments.
3.5	Provide effective and appropriate support to assist learners in reaching their full potential.
3.6	Undertake cover for absent colleagues, in accordance with Institute Group Policy.
3.7	Ensure a safe and secure environment for learners in accordance with the Institute Group Safeguarding and Health and Safety Policies and complete appropriate risk assessments in line with the Institute Group Risk Assessment Policy.
3.8	Complete in a timely manner all administrative tasks relating to the instructing, assessment and support of learners including Individual Learning Plans, registers, record keeping and learner Progress reports.
3.9	Positively promote and engage in enrichment activities with learners both as part of the curriculum and in centrally organised activities.
3.10	Participate in learner recruitment and induction activities.
3.11	Take an active role in Institute Group marketing activities including advice and guidance of learners, and attendance at promotional events e.g. Open Evenings / Days.
3.12	Participate and provide support in organising outreach work associated with the curriculum.
3.12	Participate in internal staff appraisal and appropriate staff development or training courses.
3.13	Contribute towards Institute Group Quality Assurance processes including Internal Verification/Moderation, Course/Module Review, Self Evaluation/Assessment and Quality Improvement Planning.
3.14	Carry out the roles of First Aider and Fire Marshal.
3.15	Engage in continuing professional development through Institute Group CPD structures and individualized planning as part of appraisal.
3.16	Engage in industry and professional updating and/or activity in order to maintain high levels of technical knowledge and expertise in appropriate subject area.
3.17	Attend and proactively contribute to team, School and Institute Group level meetings.
3.18	Maintain effective lines of communication with learners, immediate colleagues, Partnership's Managers, cross functional teams and other stakeholders.
3.19	Liaise with the Workforce Development team, as appropriate, for the purposes of good communication with trainees, apprentices and employers.
3.20	Contribute towards the positive promotion and role modeling of the Institute Group Core Values and Acceptable Standards for Learners.

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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	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.

8.	Safeguarding Children and Vulnerable Adults:
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8.1	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)
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9.	TEC Partnership Policies and Procedures:
9.1	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.

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	E	
	L3 Vocational qualification	E	D
	L5 teaching qualification	E	
	Willingness to achieve within 2 years	E	
	Assessor qualifications		D
	Willingness to undertake within 3 months	E	
	Health & Safety qualification related to relevant area of work or equivalent		D
	Willingness to undertake in 3 months.	E	
	First Aid qualification		D
	Up to date CPD record	E	
Specialist Knowledge	Evidence of successful experience of supporting learning within a teaching/learning and/or practical environment	E	
	Competent in IT skills	E	

Experience	Recent practical experience in the appropriate industry / profession	E	
Skills and Attributes	<p>A positive attitude to change.</p> <p>Ability to positively promote the Partnership Values and Acceptable Standards to staff and learners</p> <p>Flexibility and adaptability</p> <p>Developed verbal communication skills to liaise with a range of stakeholders</p> <p>Willingness to develop self and others</p> <p>Customer orientated</p> <p>Ability to build trust and respect</p> <p>Working knowledge and ability to use IT e.g. word, outlook, excel, powerpoint, as well as systems for tracking and monitoring student progress</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Other	DBS Check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable