

JOB DESCRIPTION

Job Title: Learning Support Officer - Aspirations TTO (0.88)

Responsible to: Head of Department

Salary: £18,605 to £22,721 FTE (£16,372 to £19,994 pro rata)

Responsible for:

1. Job Purpose

As a member of a team facilitate high quality learning through the support of students with complex learning difficulties, complex and challenging behaviour and physical disabilities

2. Key Responsibilities

- Facilitate effective student learning across a variety of specified programmes both on and off college premises
- Support teaching staff to develop the curriculum for students on flexible learning programmes
- Supervise students at lunch and break times
- Under the direction of teaching staff, liaise with parents and external agencies as appropriate
- Supervise the personal hygiene and health care requirements of students to ensure their comfort and cleanliness
- Assist in the development of learning resources/materials to meet individual learner needs
- Assess student competence in College or in the workplace against specific criteria and contribute to the range of assessment processes including the tracking of individual student achievements
- Provide instruction to a diverse range of students, including the supervision of students on approved equipment.
- Provide student advice, support and induction
- Maintain records that support the learning experience
- Assist in the student enrolment and internal and external marketing activities of the College
- Contribute to the Quality Assurance process through curriculum validations, audits, inspections, self-assessment, and quality improvement plans and standardisation

3. Specific Duties

- Undertake staff development as appropriate to ensure professional development remains current
- Ensure that the College policies on Health and Safety are fully implemented
- Observe and implement the College's Equal Opportunity Policy
- Have responsibility for promoting and safeguarding the welfare of the young people that you are responsible for, or come into contact with.

4. General Duties

- Participate in College and external liaisons to ensure appropriate transition process for all the learners
- Any other duties commensurate with the grade of post

5. Budget Responsibility

The post holder **is not** a budget holder under the College's accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

6. Continuing Professional Development

The post holder will proactively take part in the College's Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

7. Health and Safety

The post holder will be required:

- 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 College manager to enable the College 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 working environment

8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

9 Values

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Excellence Through Learning
 - It's my responsibility
 - Work together
 - Act with integrity
 - Value and respect each other

10. Safeguarding Children and Vulnerable Adults

Tameside College 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 College activities and expects all staff to share this commitment.

11. College Policies and Procedures

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied 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.

Signed: (Postholder)

Date:.....

Signed: (Principal)

.....

Date:.....

Learning Support Officer -Aspirations TTO hours (0.88) Fixed Term until December 2022 – Employee Specification

		E	D	How?
Qualifications & Training	<ul style="list-style-type: none"> • Level 3 qualification or equivalent in a vocational or key skill area • Relevant assessment qualification or willing to achieve in 1 year • Level 2 Learning Support Qualification or willing to achieve in 1 year • Evidence of attainment or operating at Level 2 in at least 1 of the following, and hold or be prepared to achieve the other 1 within 2 years: <ul style="list-style-type: none"> - English - Maths - IT • Level 3 Learning Support qualification 	E E E E	 D	A/I A/I A/I A/I A/I
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of the curriculum course content of the curriculum area • Knowledge of Health and Safety legislation • Knowledge of young people with learning difficulties, disabilities and special educational needs • Understanding of and commitment to the principles of individual learning 	E E E	 D	A/I A/I A/I A/I
Experience	<ul style="list-style-type: none"> • Supporting students in a learning situation • Providing advice and guidance • Experience of working in an appropriate vocational or subject area • Involvement in supporting learners through a range of methodologies • Experience of working with young people with complex learning difficulties, complex and challenging behaviour and physical disabilities 	E E E E	 D	I A/I A/I

