

BARNET AND SOUTHGATE COLLEGE

JOB DESCRIPTION

| | |
|--------------------------|---|
| POST: | Learner Support Practitioner |
| SALARY: | Support Salary Scale 5 |
| HOURS: | 25 hours per week, 38 weeks per year |
| PRIMARY LOCATION: | Staff can be asked to work on any of our college sites but will usually be based at one our main sites: Southgate, Wood Street or Grahame Park |
| PUIRPOSE OF POST: | To support students on mainstream programmes with additional learning needs to access the curriculum and achieve the goals in their learning. You can also be required to support on specialist provision with discrete learning difficulties and / or mental health classes. |
| RESPONSIBLE TO: | Learning Support & Disability Coordinator (Additional Learning Support) |

MAIN DUTIES:

1. To support students with additional needs in their learning, both in the classroom and on a one to one and small group basis as directed by learning support and/or vocational tutors.
2. To work with appropriate College staff to develop- effective partnerships to improve learning opportunities for all students and enhance the quality of the learning experience.
3. To assist students in the location and use of learning resources, including IT based facilities, and where necessary support students on work placements.
4. To work as part of a team to enhance the learner experience.
5. To liaise with tutors through the tutorial programme in order to actively contribute to the development of a positive learning experience for the students within curriculum.
6. To establish and build relationships with students

7. To have exceptional written and verbal communication skills
8. To support students in use of specialist equipment aids and adaptations.
9. To develop and adapt learning materials for students under the direction of tutors.
10. To liaise with outside agencies in conjunction with course tutors where appropriate.
11. To maintain records for internal and audit purposes.
12. To support learners personal care needs when required.
13. To be aware of the general duties and responsibilities required of the team and work cooperatively, respectfully and professionally with colleagues to ensure best service for learner and compliance with statutory requirements
14. To attend and fully participate in peer supervision meetings, monitoring meetings and other college and departmental meetings and events
15. To collate data, feedback or information as required for audit & service management whilst maintaining effective support for students
16. To manage a caseload of students

General duties and responsibilities

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. You may, from time to time, be required to work evenings, Saturdays or on a Sunday.

PERSON SPECIFICATION

Learning Support Practitioner

| CRITERIA | Essential | Method of Assessment A – Application Form I – Interview P - Presentation |
|-------------------------------|--|---|
| Qualifications | Relevant L3 qualification | A |
| | GCSEs at grades A-C in English & Maths (or equivalent). | A |
| Experience | Proven experience of providing learning support to students in an educational environment | A, I |
| | Experience of working with people with additional support needs including High Needs | A, I |
| | Proven experience and understanding of appropriate referral processes in relation to the role | A, I |
| | Proven experience and understanding of educational legislation in relation to the post | A, I |
| | Proven experience of working with a case load of learners, monitor, follow-up and record outcomes | A, I |
| | Experience of recording and gathering appropriate data to meet student, college and funding needs | A, I |
| | Proven experience of cross team work and multi-agency working | A, I |
| Knowledge & Skills | Able to build and maintain effective relationships with students | A, I |
| | IT literate with sound working knowledge of Microsoft Office packages and wiliness to be trained on other service related software | I |
| | Knowledge of relevant legislation appropriate to the post | A |
| | Ability to support students with | A, I |

| CRITERIA | Essential | Method of Assessment A – Application Form I – Interview P - Presentation |
|----------------------------|---|---|
| | functional skills including ICT, communication, literacy and numeracy. | |
| | An ability to respond sensitively and appropriately to student needs | A, I |
| | Ability to collect and report data in a timely manner to allow qualitative and quantitative analysis of the quality of the service delivered, measuring impact and identifying priorities | A |
| | Effective written and verbal communication skills at all levels | A, I |
| | Ability to manage and prioritise own workload to ensure deadlines are met | A, I |
| | Effective listening skills and ability to identify individual needs | A, I |
| | Ability to work effectively as a member of a team and autonomously as required | A, I |
| Personal Attributes | A confident and friendly manner, excellent interpersonal skills and an ability to communicate with a wide range of people are essential. | A, I |
| | An ability to work within and implement the College's Equalities Policies is essential. | A |
| | Awareness and understanding of disability issues, health & safety | A, I |
| | Able to uphold and behave in accordance with College values | A |
| | A professional and flexible approach to work | A |
| | Ability and willingness to travel and work at all College sites | A |
| | Ability and willingness to participate in cross college activities e.g. enrolment, open days, staff development days | A |
| | Commitment to promoting equality and diversity, | A, I |

| CRITERIA | Essential | Method of Assessment A – Application Form I – Interview P - Presentation |
|-----------------|--|--|
| | safeguarding, health and safety and the learner voice | |
| | High level of integrity and (knowledge of) confidentiality | A |
| | An understanding of limits and boundaries of the role | A |
| | Committed to own continuous professional development (please give information about your CPD during the past 2 years | A |