



Person Specification

Job Title

Learning Support Assistant – Employment

Qualifications

Desirable

1. Maths and English Functional Skills and ICT Skills at an appropriate level for the employment and supported internship area or work towards within an agreed timescale
2. Have or be willing to work towards the systematic instructor training

Key skills

Essential

1. Empathy with people with learning disabilities and skills and attitude to empower and inspire them to meet their potential
2. Understand the travel training processes and link in with Occupational therapy to support learners achieve Gold travel training
3. Ability to complete risk assessments in line with employer /learner need in collaboration with the tutor and work experience coordinator
4. Proven ability to use effective communication skills to support work placements with external employers and feedback effectively to progression tutors on progress and areas of development of the learners
5. Use of English, maths and ICT skills to complete internal reporting requirements
6. Ability to work under direction and collaboratively with a multi-disciplinary team, being flexible and supportive to promoting equality of opportunity, inclusive learning and to combating discrimination
7. Ability to maintain professional boundaries including confidentiality and relationships with external stakeholders including employers

Experience

Essential

1. Proven experience of supporting learners in internal and external work placements
2. Working with people who have learning difficulties and/or disabilities and complex and challenging needs
3. Working in a learner centred environment to support the core theme at the college of employability

Knowledge

Essential

1. Commitment to continual professional development based on curriculum needs and role requirements

Desirable

2. Knowledge of current trends in education and training, especially with regard to the provision of SEN support and employment
3. Knowledge and understanding of Ofsted requirements

Other personal requirements

Essential

1. Flexibility to work the hours and days to meet the varying needs of the college that will include travel to and from different work locations
2. Able to deliver personal care
3. Physical ability and aptitude to undertake relevant tasks within different work environments

Desirable

4. Access to a vehicle with business insurance



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