



Role Profile

Job Title

Learning Support Assistant- Employability

Salary range

Point 17

Contract

38 weeks

Main location

Portland College

Hours and basis

Various hours per week available

Reports to

Learning Support Assistant Coach Mentor/Coordinator

Date of issue

November 2023

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised study programme. The curriculum is underpinned by a range of accredited qualifications and RARPA Non-accredited study. We deliver a specialised sensory curriculum for learners with more complex needs. A Learning Support Assistant provides crucial support to learning and teaching staff on a daily basis ensuring the college meets the educational, care, therapy and wellbeing needs of its students and citizens.

What you will be doing

Purpose of role

- Provide holistic support to learning and teaching delivery staff and learners in order to meet the educational, care, therapy & well-being of individuals and groups accessing the provision within a specific vocational or industry related area on and off campus.
- Proven experience of facilitating a range of learning activities for a diverse group of learners under the guidance of the delivery staff and learning & teaching managers within the PBS/BHAC and ECLIPSE MEDE curriculum framework.
- Support delivery staff to monitor and record progress against individual targets
- Delivery of directed learning to small groups or on a 1:1 basis using systematic instruction
- Delivery of personal care and support at breaks and meal times
- Attend multi-disciplinary meetings as appropriate
- Support learners on Internal / External work experience, including with travelling to and from employer premises to their place of residence

Health and Safety

- Manage and monitor all Health and Safety considerations in accordance with Portland's Health and Safety Management system, to include adverse event reporting

Key results we want to see from this role

- Efficient and effective support for individuals / groups to ensure excellent progress is made relevant to Individual Learning Plans linked to EHC planned outcomes using the curriculum framework.
- Effective role model demonstrating best practice as directed by the Learning Support Professional Standards and the quality expectations of the College

Dimensions of the role

You will be working with a team of highly motivated delivery and support personnel and provide flexible support as directed by your named line manager.

Key work relationships

- Subject Tutors and Progression Tutors
- Learning Support Assistant Coach Mentors/ Coordinators



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- Curriculum Managers
- Curriculum support teams including PBS, Therapies, IAGT
- Work-Experience Coordinator
- Employers

Working environment and working patterns

- Working relevant hours to support business needs and generally Monday – Thursday 09:00 – 16:30 with a 30-minute break
- You are required to support the learner(s) off site within employer premises

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require
- To support the development of the Learning & Teaching department as and when required

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.