

Post: Support for Learning Assistant

Responsible to: Curriculum Manager

JOB DESCRIPTION

Purpose of Job

In conjunction with the Support for Learning Tutor, build and maintain strong relationships with the Learning & Teaching team in order to facilitate effective support for students with additional support needs.

Major Tasks/Job Activities

1. Working alongside the Learning & Teaching Team to implement inclusive strategies which promote positive behaviour and minimise barriers to learning on all courses.
2. As directed by Learning & Teaching Team, adapt and modify learning materials and assist in the development and research of new resources eg using technology to enhance materials in relation to individual support needs.
3. In conjunction with the Learning & Teaching Team and the Support for Learning Tutor, provide high quality support and advice throughout the students' journey, from pre entry to progression.
4. Working alongside the Learning & Teaching Team to support students with complex learning needs to identify barriers and challenges to learning.
5. Facilitate students' access to assistive technologies to enhance the learning of students with additional support needs.
6. Deliver training in enabling technologies to students on a one to one or group basis.
7. Support students through prompting, prioritising workload, and in the use of basic screen reading features of assistive technologies.
8. In conjunction with the Support for Learning Tutor, undertake relevant risk assessments, as required, in order to support students in all learning and teaching environments and, if required, at external events.

9. Support Learning & Teaching team to ensure there are appropriate, effective and seamless assessment arrangements for students with additional support needs.
10. Maintain accurate records of the location of students with additional needs and assist with evacuation procedures in consultation with Learning & Teaching team and Health & Safety team.
11. Provide support to enable individual students with personal care needs or mobility difficulties to access the curriculum.
12. Provide appropriate support to students in order to safeguard health, safety and wellbeing at all times.
13. Provide information and data for clear accurate and timely reports to appropriate Learning & Teaching staff and Support for Learning Tutor, including review and progress reports for Personal Learning & Support Plans.
14. Deal directly with queries from students and staff and be one of the points of contact for routine advice.

Responsible For:

None

Decisions made in the course of the job:

- The post holder will act on his/her own initiative on a day to day basis to prioritise their workload.
- The post holder is responsible to the Support for Learning Tutor and Curriculum Manager.
- The college staff development and review scheme will provide the framework for support, supervision and annual review.

Contacts

- External contacts : Parents/carers, appropriate external support agencies including GPs, Mental health Support teams/Charities, CDN, Call Scotland
- Internal contacts include Curriculum Manager, Support for Learning Tutor, Learning and Teaching Team, Facilities Manager (Health & Safety).

CONDITIONS OF SERVICE

Post Title:	Support for Learning Assistant
Location:	Newbattle Abbey College
Terms of Appointment:	Academic Year (September - June) 20 hours per week
Remuneration:	c. £25,000 p.a. pro rata
Pension Scheme:	Lothian Pension Fund Scheme
Reporting to:	Curriculum Manager
Holidays:	45 days per year pro rata (including 10 public holidays)
Closing date:	Monday 23 August 2021

Person Specification

Education and Qualifications	
Essential <ul style="list-style-type: none">• HNC or equivalent	Desirable Educated to Degree level
Experience and Knowledge	
Essential <ul style="list-style-type: none">• Experience of teaching/tutoring in informal or group contexts• Knowledge of assistive technology to support learners• Experience of supporting student assessment and student profiling	Desirable <ul style="list-style-type: none">• Experience of working with adult learners• Experience in delivering training• Knowledge of Health & Safety
Skills and Ability	
Essential <ul style="list-style-type: none">• An ability to produce learner materials• Excellent ICT skills• Good communication skills• Good record keeping and reporting skills	Desirable