Job Description and Person Specification

Learning Assistant

Team: Learning Support

Reports to: Senior Learning Support Assistant

Location: Brinsbury College

Job Purpose

- To support the teaching and learning of students requiring additional help with their programmes of study across various areas within College.

Key Responsibilities

- To support, within and outside the classroom, the learning and emotional/social/ behavioural needs of students receiving additional support, in accordance with College policies.
- To provide support for personal care where necessary, including administering medication.
- To assist the Head of Learning Support and Resources, Learning Support Team Leaders and Lecturers in the preparation and adaptation of learning materials/resources.
- To take part in and ensure the smooth and effective administration of the provision.
- To create and maintain accurate records.
- To assist in the assessment of student needs.
- To continually review the students' support needs.
- To attend team and all other meetings regarding both student and curriculum development.
- To liaise with the Learning Support Team Leaders, Pastoral Support Tutors and Lecturers on a daily basis.
- To supervise student learning where necessary.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Working with people with learning difficulties and/or disabilities, emotional, social and behavioural needs	Essential	Application Form/ Interview
Supporting the learning needs of students	Essential	
Working within Further Education	Desirable	
Knowledge		
Microsoft Office applications, including Word	Essential	Application Form/ Interview
Safeguarding children and vulnerable adults	Essential	
Health and safety legislation	Desirable	
Equality Act 2010	Desirable	
Qualifications		
GCSE (or equivalent) in English at grade C/4 or above	Essential	Application Form/ Certificates
Maths and ICT Level 2 (or willingness to undertake)	Desirable	
Skills and Abilities		
Competent in form filling	Essential	Application Form/ Case Study Assessment/ Interview
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	
Proven IT and keyboard skills, including use of email	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Attributes		
Emotional resilience in the workplace	Essential	Case Study Assessment/ Interview
Ability to work in a confidential manner	Essential	
Ability to work flexibly and proactively	Essential	
Ability to build and maintain relationships with customers	Essential	

Other Requirements		
Ability to travel between both campuses	Essential	Interview/ Checks and Clearances
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	
Occasional need to work outside of normal office hours to support student learning	Desirable	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 22

Working weeks per year: 36 working weeks

Salary: Pro rata of £26,500 per annum (for details on the pro rata salary, see attached page 6)

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Paid annual leave entitlement: 7.2 weeks' paid annual leave in each holiday year January to December which includes your entitlement to Bank and Public holidays normally observed in England and Wales and College Closure days. This includes 5.6 weeks basic leave under the Working Time Regulations 1998 and 1.6 weeks additional contractual holiday.

Paid annual leave will rise with each year of service as of 31 December to the maximum of 7.8 weeks' as set out in the table below (5.6 weeks basic leave under the Working Time Regulations 1998 and 2.2 weeks additional contractual holiday).

Continuous Service as of 31 December	Weeks paid annual leave in each holiday year	Annual leave rate as a percentage of your contracted working weeks
0 years	7.2	16.07%
1 year	7.4	16.59%
2 years	7.6	17.12%
3 years and over	7.8	17.65%

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.

Term time only: Salary payments will be paid in 12 equal instalments over the year into a bank account.

Salary on leaving: In the event that your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and the number of working and non-working weeks from that date to your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.

Pro rata starting salary for term time only Learning Assistants

Hours per week	Weeks per year	Pro rata Salary
14	36	£8,330.15
15	36	£8,925.16
16	36	£9,520.17
17	36	£10,115.18
18	36	£10,710.19
19	36	£11,305.20
20	36	£11,900.21
21	36	£12,495.22
22	36	£13,090.23
23	36	£13,685.24
24	36	£14,280.25
25	36	£14,875.26
26	36	£15,470.27
27	36	£16,065.28
28	36	£16,660.29
29	36	£17,255.30
30	36	£17,850.31
31	36	£18,445.32
32	36	£19,040.33
37 (Full time)	52	£26,500.00