

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Community Learning and Skills (CLS) / Skills</b>
<b>Grade:</b>	<b>KR5</b>
<b>Responsible to:</b>	<b>TBC</b>

### **Purpose of the Job:**

To provide educational support to groups and individuals who are undertaking programmes and qualifications across Skills for Life (English, Maths, Independent Living Skills, Family Learning, ESOL and Employability and Work Skills).

### **Main Duties and Responsibilities:**

- To assist with pre-course initial assessment and interviews under the direction of the tutor.
- To contribute to the planning and delivery of learning to meet individual needs including Individual Learning Plans (ILPs).
- To deliver learning under the guidance and support of the course tutor, including occasional cover if required, and contributing to the evaluation of courses and lessons.
- To undertake administrative tasks necessary to ensure appropriate provision support and management of operational processes.
- To participate in CPD (Continuing Professional Development) activities as directed, including compliance with quality improvement measures, recording and evaluating self-development on individual TPDP plan.
- To provide students with additional support as identified in their initial assessment.
- Attend meetings and training as required.
- Promote and comply with safeguarding procedures.
- Actively promote Equality, Diversity and Inclusion.
- Support high quality teaching and learning in line with CLS (Community Learning and Skills) and OFSTED quality standards.
- Establish and maintain good working relationships with individual students, groups, tutors and other internal teams.
- Assist in preparing and maintaining the learning environment.
- Promote students' wellbeing.
- Support students who may have language needs.
- Support students who may have LLDD needs or difficulties.
- Support the use of ICT as directed.

Our procedures comply with DPA and your application will be processed and stored appropriately.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Applicants will have or will be working towards a Learner Support Qualification</li> <li>Education to at least Level 3 or equivalent including Written English and/or Maths</li> <li>A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven experience in a community or educational environment supporting adults to learn new skills</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Communication and interpersonal skills</li> <li>Organisational and administrative skills</li> <li>Flexible with excellent time management</li> <li>IT skills</li> <li>Able to work on own initiative</li> <li>Reliable, discrete, motivational and professional</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Some knowledge of Skills for Life provision</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>