

## Kent County Council

Job Description: *Learning Support Assistant*

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**Directorate:** Children, Young People and Education

**Unit/Section:** Community Learning and Skills (CLS) / Kent Training and Apprenticeships

**Grade:** KR5

**Responsible to:** Foundation Team Leader

**Purpose of the Job:**

To provide classroom support to Foundation, ESOL and Functional Skills tutors.

**Accountabilities:**

1. To support the effective delivery of the programme by assisting the tutor with a wide range of learning activities and by supporting learners, individually or in groups, as directed by the tutor to ensure that achievement targets are met in line with CLS and OFSTED quality standards.
2. To support the learning process, including the preparation and implementation of resources, including differentiation resources, as directed by the tutor.
3. To prepare and set out sufficient and appropriate teaching and learning resources and materials, that promotes a safe, conducive and motivating working environment, as directed by the tutor, in a timely manner.
4. 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.
5. To monitor and order stock and stationery within the appropriate timescale to ensure the tutor and/or learners can operate to the planned Scheme of work and session plans.
6. To support learners with the preparation of their portfolios, as directed by the tutor, to ensure that achievement targets are met.
7. To undertake associated administrative duties in a timely and accurate manner to support the Foundation provision, as directed by the Team Leader.
8. To comply 100% with all organisational, funding and stakeholder procedures, processes and requirements within the relevant timescales.
9. To participate in Continuing Professional Development activities as directed by management.
10. To participate in organisational and team meetings, as required.

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.

# Kent County Council

## Person Specification: Learning Support Assistant

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

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

	<b>ESSENTIAL</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 2 or equivalent English and maths</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Working in a learning support role with young people aged 16 – 18</li> <li>Empathy and understanding of young people from the NEET group</li> <li>Experience of working with mixed abilities groups, Entry Level to Level 2</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communication and interpersonal skills</li> <li>Good organisational and administrative skills</li> <li>Good IT skills</li> <li>Well-developed organisational and administrative skills</li> <li>Ability to work to deadlines within a target-driven organization</li> <li>Able to work on own initiative</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Understanding of Study Programmes</li> <li>Understanding of teaching and learning methodologies</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>