



Role Profile

Job Title

**Learning Support Assistant- focus vocational/industry area
(Employability)**

Salary range	Point 17
Contract	38 weeks
Main location	Portland College
Hours and basis	Various hours per week available
Reports to	LSA Team Leader
Date of issue	February 2021

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.**
- Facilitate a range of learning activities for a diverse group of learners under the guidance of the delivery staff and learning & teaching managers.
- Support delivery staff to monitor and record progress against individual targets
- Delivery of directed learning to small groups or on a 1:1 basis
- Delivery of personal care and support at breaks and meal times
- Attend multi-disciplinary meetings as appropriate
- Support learners on Internal / External work experience

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
- LSA Team Leaders
- Education Team Leaders
- Curriculum Managers
- Curriculum support teams including PBS, Therapies, IAGT

Working Environment and working patterns

- Working relevant hours to support business needs and generally Monday – Friday 09:00 – 16:30 with a 30 minute break
- The role will be based on the main Portland Campus but you are likely required to support the learner(s) off site



Role Profile

Job Title

**Learning Support Assistant- focus vocational/industry area
(Employability)**

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.



Person Specification

Job Title

Specialist Learning Support Assistant – Vocational/ industry Area

Qualifications		✓
Desirable		
1. Maths and English Functional Skills and ICT Skills at an appropriate level for the service or work towards within an agreed timescale		A/I
2. Learning Support Practitioner or Teaching Assistant qualification		
Key skills		
Essential		
1. Use of English, maths and ICT skills to complete internal reporting requirements		C
2. Empathy with people with learning disabilities and skills and attitude to empower and inspire them to meet their potential		C
3. Ability to work under direction and work collaboratively with a multi-disciplinary team, being flexible and supportive to promoting equality of opportunity, inclusive learning and to combating discrimination		I
4. Ability to maintain professional boundaries		I
5. Organisational Skills to guarantee necessary paperwork is completed to reach deadlines.		I
6. The ability to ensure all health and safety needs are met, always and all documents completed in advance i.e. RAs for placements etc.		I
Desirable		
7. Willingness to learn new communication skills in order to engage learners		I
Experience		
Desirable		
1. Working with people who have learning difficulties and/or disabilities and complex and challenging needs		A
2. Experience of working in a challenging and pressurised environment		I
3. Being able to communicate with professionals would be beneficial, as you will be talking to Employers and their employees.		I
Knowledge		
Essential		
1. Commitment to continual professional development based on curriculum needs		I
Desirable		
2. Knowledge of current trends in education and training, especially with regard to the provision of SEN support and inclusive learning		I
3. Knowledge and understanding of Ofsted requirements		I
Other personal requirements		
Essential		
1. Flexibility to work the hours and days to meet the varying needs of the college		I
2. Able to deliver personal care		I
3. Access to a vehicle – Ideally to have Business insurance, if not to be willing to obtain it as you will be transporting the Learners to their placements.		A

How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview



Person Specification

Job Title

Learning Support Assistant –Positive Behaviour Support

Qualifications

Essential

1. NAPPI level 2 or equivalent or willing to work towards with an agreed timescale.
2. Maths and English Functional Skills and ICT Skills at an appropriate level for the service or work towards within an agreed timescale

Desirable

3. NAPPI level 3

Key skills

Essential

1. Use of English, maths and ICT skills to complete internal reporting requirements
2. Empathy with people with learning disabilities and skills and attitude to empower and inspire them to meet their potential
3. Ability to work under direction and collaboratively with a multi-disciplinary team, being flexible and supportive to promoting equality of opportunity, inclusive learning and to combating discrimination
4. Ability to maintain professional boundaries including confidentiality and relationships

Desirable

5. Willingness to learn new communication skills in order to engage learners

Experience

Essential

1. Proven experience of supporting learners using positive behaviour support strategies.

Desirable

1. Working with people who have learning difficulties and/or disabilities and complex and challenging needs
2. Experience of working in a challenging and pressurised environment

Knowledge

Essential

1. Commitment to continual professional development based on curriculum needs and role requirements

Desirable

2. Knowledge of current trends in education and training, especially with regard to the provision of SEN support and inclusive learning
3. Knowledge and understanding of Ofsted requirements

Other personal requirements

Essential

1. Flexibility to work the hours and days to meet the varying needs of the college
2. Physical ability to keep yourself, learners and staff safe when presented with challenging behaviours
3. Ability to support learners in a calm and professional manner when presented with challenging behaviours
4. Able to deliver personal care

Desirable


5. Access to a vehicle with business insurance.



Person Specification

Job Title

Learning Support Assistant –Positive Behaviour Support

 Portland College	Role Profile
Job Title	Specialist Learning Support Assistant- Positive Behaviour Support

Salary range	Spinal point 17
Contract	38 weeks
Main location	Portland College
Hours and basis	Various hours per week available
Reports to	LSA Team Leader
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.**
- 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
- Delivery of personal care and support at breaks and meal times
- Attend multi-disciplinary meetings as appropriate
- Support learners on Internal / External work experience

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
- LSA Team Leaders
- Curriculum Managers
- Curriculum support teams including PBS, Therapies, IAGT

Working Environment and working patterns



Role Profile

Job Title

Specialist Learning Support Assistant- Positive Behaviour Support

- Working relevant hours to support business needs and generally Monday – Friday 09:00 – 16:30 with a 30 minute break
- The role will be based on the main Portland Campus but you may be required to support the learner(s) off site

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.