Main purpose of job:	Work as part of Swarthmore's support team to assist in the promotion and development of inclusive learning. Learning Support Assistants work under the guidance of the course tutors to support individuals to engage in the learning process.
Responsible to:	Education Manager / course tutor
Hours:	Variable
Salary:	£10.90 per hour
Conditions:	Swarthmore terms and conditions apply

The post holder will be expected to carry out her / his duties in the context of the Centre's Equal Opportunities Policy and Health & Safety guidelines.

Job Summary

Work as part of Swarthmore's support team to assist in the promotion and development of inclusive learning. Learning Support Assistants work under the guidance of the course tutors to support individuals to engage in the learning process The number of working hours per day and/or term will depend on the requirements of the business.

Main Duties

- Meet and greet learners arriving in the classroom in a welcoming and professional manner.
- Assist tutors in supporting learners through induction process.
- Assist tutors in supporting learners with Google workspace.
- Assist tutors in ensuring a safe working environment.
- Assist tutors in the delivery of lessons, providing support to individuals and small groups of learners.
- Use routine supervision and care skills to support learners, including those who have physical, emotional or educational needs.
- Support tutors in identifying the most effective teaching approaches and resources for all learners.
- Undertake mandatory training as required.
- Ensure confidentiality in accordance with Data Protection responsibilities.
- Work within the quality guidelines of the Centre.
- Undertake any other duties reasonably falling within the post.

Qualifications & Experience

Criteria	Essential	Desirable
Level 2 English qualification or willingness to work towards	x	
Level 2 maths qualification or willingness to work towards	x	
Experience of working with adults with additional needs	x	
First aid trained		x
Knowledge of specific learning difficulties (spLD)		x
Experience of using technology to support teaching and learning		x

Skills

Criteria	Essential	Desirable
Excellent organisational and time management skills	x	
Excellent interpersonal skills and organisational skills	x	
Effective organisational and administrative skills – Microsoft 365, Google Workspace		x
Good written and verbal communication skills	x	
A commitment to equality and diversity, prevent and safeguarding	x	
The ability to inspire and mentor adults to achieve	x	
Classroom management skills		x

Personal characteristics

Criteria	Essential	Desirable
Motivated and committed to working as part of a team	x	
Ability to relate well with adult learners	x	
Ability to use initiative and be flexible in approach	x	
Learner focused	x	
Able and willing to adapt and respond to unexpected events	x	
Energetic, enthusiastic and demonstrates a positive attitude	x	
Flexible and a sense of humour	x	
Ability to take instructions and work under the guidance of a tutor	x	