LEARNING SUPPORT ASSISTANT
JOB DESCRIPTION

Job Purpose:

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

Key Responsibilities:

1. Meet and greet learners arriving in the classroom in a welcoming and professional manner

2. Assist tutors in supporting learners through induction process

3. Assist tutors in ensuring a safe working environment

4. Assist tutors in the delivery of lessons, providing support to individuals and small groups of learners

5. Use routine supervision and care skills to support learners, including those who have physical, emotional or educational needs

6. Support tutors in identifying the most effective teaching approaches and resources for all learners

7. Undertake mandatory training as required

8. Ensure confidentiality in accordance with Data Protection responsibilities

9. Work within the quality guidelines of the Centre

10. Undertake any other duties reasonably falling within the post

Qualifications

GCSE Level 2 or equivalent Maths, English and I.T.

Experience

➢ Experience of working in a support role with adult learners

➢ Experience of working effectively within a team

➢ Experience of administrative duties including record keeping

➢ Experience of using information and communication technology

Skills

➢ Good standard of written and spoken English

➢ Communication skills

➢ Willingness to undertake training to continually develop and support the role

➢ Flexible approach and an ability to respond to changes

Essential Personal Attributes

➢ A commitment to Swarthmore's aims and ethos, demonstrating a professional and welcoming attitude towards colleagues and students

➢ A commitment to equality of opportunity with sensitivity towards the wide range of people who have contact with the Centre

➢ Discretion in dealing with confidential records

➢ A positive attitude to personal development, receiving feedback and coping with change

➢ A responsible attitude to punctuality and attendance