

## **Post of Learning Care Assistant**

**Job Title:** Learning Care Assistant

**Grade:** Support Staff Grade 4 (pro rata 37 hours per week, term time only)

**Line Manager:** Head of Study Support

### **Key Focus: Improving Students' Achievement**

The primary function of this role, as part of the Study Support and Wellbeing team, is to provide high-quality individualised care and medical support to students to enable them to gain equal access to their course and to promote independence and achieve their academic potential and educational aspirations.. Many students on the SEND register struggle to overcome severe physical disabilities and mobility impairments.. The Learning Care Assistant will deliver individualised personal care and support to students on the SEND register, either in class or outside of lessons. Personal care, management of eating and support with fine motor activities is the focus for this role.

Some administrative duties will also be required, e.g. with the JCQ exam access arrangement process, EHCP admin and other relevant duties such as communicating with relevant stakeholders. Various in-house training opportunities relevant to the role will be provided.

The Learning Care Assistant will contribute to the achievement of the College's single corporate objective – improving students' achievements – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

### **Promotion of Learning**

All staff are required to be familiar with and to uphold the commitments described in the College Charter and specifically work within the College's Safeguarding remit, as set out in the KSiE guidance. In particular, Learning Care Assistants are required to assess, plan, deliver, and review individual support care programmes to enable students to achieve their goals. They will accomplish this whether working in class, in structured study groups or in 1:1 study support sessions, by:

1. Provide one-to-one or small group support to students across a variety of learning activities, including personal care, management of eating and support with fine motor activities.
2. Assist students in accessing the curriculum and wider college activities in a safe and inclusive way.
3. Promote students' independence, dignity, confidence and self-esteem at all times.
4. Work alongside tutors, therapists, and other support staff to support person-centred education.
5. Support students with mobility, medical needs, and personal care, where required.
6. Help implement individual targets linked to EHCP outcomes and progress tracking systems.

Full induction and ongoing training in specialist areas which includes epilepsy, tracheostomy care, personal care, first aid, manual handling (hoisting), eating and drinking support and medication.

### **Monitoring and reporting student progress and achievement**

Learning Care Assistants are required to:

1. Update the students' CristalWeb Support records at the end of each support lesson.
2. Complete all appropriate documentation that is required for delivering specialist support, which addresses funding and audit requirements.
3. Liaise with parents / carers, and outside agencies in order to ensure that the support care needs of individuals are met and, when appropriate, to ensure seamless transitions.
4. To assist with the College exam assessment procedure to ensure that access arrangements are approved and the statutory requirements are in place prior to exam periods.

### **Other duties**

Learning Care Assistants are required to:

1. Assist with administrative duties, e.g. JCQ exam access arrangement process, EHCP and Annual Review process, amongst other duties
2. Liaise with subject teachers and tutors regarding students and their support needs, giving advice to colleagues on issues relating to the individual needs of those students. 3. Develop and maintaining appropriate resources for supporting learning
3. Research and keeping abreast of developments within IT, which could be applied to 1:1 support and independent learning.
4. Assist with preparation of departmental records, data and communication. 6. Work as directed by Senior/Curriculum Managers and Faculty Directors to implement the College Strategic Plan and achieve its Mission
5. Accept the shared responsibility of all colleagues for student discipline through collective oversight of the College during the day
6. Participate in appropriate in-service training opportunities for professional development 9. Any other reasonable duties that may be required to support the effective delivery of services within the wider College.
7. All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development. This includes identifying and removing barriers to participation and learning, so that ALL students can achieve and thrive.
8. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

## Person specification

Quality/skill sought	Essential /desirable
Educated to degree level or equivalent experience	Desirable
Minimum of GCSE or equivalent in Maths and English	Essential
Recent experience of working with students age 16-18 including those with additional needs, specifically medical needs and needs related to physical disability.	Essential
Ability to engage with students, inspiring learning and promoting success	Essential
Ability to use initiative and solve problems	Essential
Excellent written and verbal communication skills	Essential
Ability to deal with confidential and sensitive information in an appropriate manner	Essential
Ability to contribute positively to teams; a willingness to take an active role in the department	Essential
Willingness to share ideas and develop resources cooperatively	Essential
Ability to be adaptable and flexible	Essential
Resilience: ability to laugh and enjoy the job when the going gets tough	Essential
Competence in the use of IT	Desirable - training given on specific tasks
Good awareness of equality and diversity issues	Essential
Awareness of current exam board regulations	Essential - training given
Commitment to continuing professional development	Essential