**JOB DESCRIPTION**

**Post: Learning Support Assistant (Post 16)**

**Reports To: Student Support Lead**

**Reports: None**

**Our belief:**

***“RSBC believes that every blind young person should have the chance to live life without limits”***

By giving young people the essential skills to take control of their life, they can unleash their true potential.

**Our success depends on our values**

Underpinning all of RSBC’s work are values embedded in trust and excellence.

**TRUST:** *Respect & accountability.*

**ENERGY:** *Straight talking & constantly learning.*

**AMBITION**: *Confronting reality & driving results.*

**MOTIVATION:** *Vision Impaired children and young people are our No 1 priority & solutions, not problems.*

**Objectives**

* As part of our dedicated and enthusiastic team, you will support students from a range of different backgrounds with vision impairment, to effectively access their courses within one of our mainstream partnership colleges or from the college hub.
* You will promote the students' independence in learning and skills
* Working alongside and in liaison with a range of college specialists and professionals, you will ensure that the students’ experience is rich, varied and contributes to developing independence and wellbeing.

**Key Tasks and Main Duties**

* Support the delivery of learning programmes delivered at one of our partnership colleges, or from the student hub on study days.
* Safeguarding of students, understanding of relevant protocol, reporting concerns promptly following the College procedures.
* Support the students to develop independent study skills and develop their independence in wider contexts, including travel skills.
* Produce adapted classroom resources, providing classroom support or supported study, for a range of courses.
*
* Support the students to fully participate in a range of learning and leisure activities.
* Use ICT and other technologies, to adapt classroom resources in students’ preferred mediums.
* Build positive working relationships with key staff at partnership colleges and liaise with both these and staff at Dorton College, to ensure student needs are met.
* Encourage students to make their own informed decisions and take responsibility for their learning, care and support.
* Track and record student progress and achievement within set timeframes.
* Have a clear understanding of individual student strategies, including mobility, learning, adaptive, medical, or behavioural strategies, to promote independence and enable students to manage and take increased responsibility for their own learning and behaviour.
* Be proactive and reflective in self-development.
* Ensure that Equality and Diversity is considered and reflected in practice.

This Job Description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder’s line manager and advised to the post holder, then such additional duties shall form part of the requirements of this post.

**PERSON SPECIFICATION**

**Educational and Professional Qualifications**

**Essential:**

GCSEs or equivalent Level 2 qualification.

Minimum of Level 2 Qualification in English and mathematics or working towards.

**Desirable:**

A Levels, Level 3 NVQ in a related subject (e.g. Learning Support) or other Level 3 qualification.

UEB Grade 1 and/or 2 Braille

Qualifications at Level 3 and above

**Skills, Experience and Knowledge**

**Essential**

1. Excellent interpersonal and communication skills.
2. Ability to think creatively and problem solve.
3. Ability to use basic ICT software, particularly Word, and Outlook.
4. Awareness and understanding of Equality and Diversity.
5. Knowledge of how the support role promotes independent learning and personal development..
6. Knowledge and understanding of student assessment, progress, evaluation and reporting of attainment.
7. Ability to work under own initiative and as part of a wider team..
8. Understanding and awareness of individual needs and ability to adjust..
9. Motivation to participate in ongoing training and self directed CPD programmes.

 Flexibility and ability to work with students, following a range of programmes at different levels.

**Desirable:**

1. Experience of working with young people with Vision Impairment and other additional learning needs and/or disabilities.
2. Familiar with different communication aids and adaptive technology that aids student learning and communication.
3. Experience in an Educational or Care setting, in a support role.