

## Learning Support Assistant (part-time) Job Description and Person Specification

### Position Details

<b>Position:</b> Learning Support Assistant (PT)	<b>Department:</b> Learner Services	<b>Reporting to:</b> Head of Learner Services
<b>Salary:</b> 4 day a week learning assistant £16,255.20 actual (£20,319 FTE)	<b>Contract:</b> 1-year contract fixed until August 2024 (with potential to extend)	<b>Hours per week:</b> 8.45am to 4.15pm. Days to be agreed

**Overall Objective:**

To assist in the planning and delivery of activity sessions, work training skills and enterprise sessions for learners of all abilities across the curriculum.

Job Description	Person Specification
<p><b><u>Main Objectives</u></b></p> <ul style="list-style-type: none"> <li>To be an integral member of a small flexible team ensuring that the learning goals and wellbeing of the learners are met at all times</li> </ul> <p><b><u>Summary of Duties</u></b></p> <ul style="list-style-type: none"> <li>Take part and work as part of a team to ensure that the daily sessions and activities start on time, run smoothly and meet the needs of the learners.</li> <li>To plan or help to plan the education sessions, including the setting of goals and targets to help the learners to develop their talents and skills.</li> <li>Ensure paperwork relating to sessions is completed in a correct and timely manner.</li> <li>To assist in the development, implementation, monitoring and assessment of learners individual learning plans.</li> <li>To assist in the identification of additional activities required for learners to enable progression, self-reliance, flexibility, confidence building and improvement in life and social skills.</li> <li>To comply with all MK SNAP policies and procedures.</li> <li>Be prepared to attend any training courses/events as deemed necessary by the Head of Learner Services.</li> <li>To ensure that all Health and Safety policies and procedures are carried out and adhered to.</li> </ul>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>Experience in a community or educational setting.</li> <li>Experience of mentoring, supporting and encouraging adults with learning disabilities</li> <li>Strong levels of personal integrity and commitment to safeguarding</li> <li>Excellent communication skills.</li> <li>Ability to inspire, motivate and encourage people with a range of complex needs through participation in positive activity</li> <li>Be prepared to support events at weekends and evenings on occasions</li> <li>Ability to co-ordinate and prioritise workload.</li> <li>A demonstrable record of implementing Equal Opportunity policies and activities.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>Experience of working in a range of environments including schools, club and community settings.</li> <li>Qualification in a relevant subject.</li> <li>First Aid</li> <li>Be interested in all aspects of working in a community or charitable setting</li> </ul> <p>This Role Requires an enhanced DBS</p>

<ul style="list-style-type: none"> <li>• To raise aspirations, inspire and continually improve outcomes and quality in delivery</li> <li>• To participate in management team and performance review meetings.</li> <li>• To develop, protect and enhance the MK Snap brand.</li> <li>• To deputise where required and act as an outstanding ambassador for the organisation</li> <li>• To carry out any other duties as required which are commensurate with the level of the post.</li> </ul>	
<p><b>Reference: Learning Assistant PT</b></p>	<p><b>Closing Date: 25<sup>th</sup> August</b>  <b>Interview Date:</b> week beginning Monday 28<sup>th</sup> August. <b>Please note that start date will be subject to SNAP operational requirements</b></p>