



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A086
Job Title	Learning Support Assistant (2 positions available)
Salary	£22,873.40 - £24,240.52 (based on 38 weeks)
Contract Type	22.5h to 37h hours per week available
Campus	Gloucester, Cheltenham, and Cinderford Campuses <i>In your supporting information, please state your preferred campus and weekly hours.</i>
Department	Learning Support
Reporting To	Learning Support Coordinator
Holiday	The term time salary includes 7 weeks paid annual leave and bank holiday entitlement. You will benefit from Christmas closure and auto enrolment into the People's Pension matched contribution scheme.

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting for Learning Support Assistants to join the Learning Support team based at Gloucestershire College. We have a range of hours at our 3 campuses available.

As a Learning Support Assistant, you will work with learners across the College who have a range of additional learning needs and disabilities including dyslexia, dyspraxia, dyscalculia, autism or physical impairments. You will enable them to access their curriculum and to achieve and progress whilst at Gloucestershire College. Assist with transition activities, including supporting students during induction sessions, campus visits, and gathering relevant information to ensure a smooth start to their learning journey.

Working one-to-one or with a small group of learners, you will provide strategies to promote autonomy and independence that support their ambitions, inclusion and employment outcomes.

You will be joining a diverse team with a wide range of skills that consists of a Learning Support Coordinator, SEND Review Leads, Specialist SEND Assessors, SEND Intervention Mentors, Apprenticeship Support and Liaison Coach and Learning Support Assistants.



About the Role – Duties and Responsibilities

- To support students under the direction of the Learning Support Coordinators/Managers and Head of Inclusion and Cross College High Needs.
- To actively participate in discussions, team meetings and reviews relating to the learners that you are supporting.
- Effective use of ProMonitor and other internal systems to ensure consistent communication relating to learners and their support and progress towards EHCP targets.
- Carry out specific support tasks in a range of settings (e.g. classroom, workshops, work placements, offsite visits, sport).
- Attend College development opportunities and engage in professional development.
- Ensure that information and recording of information relating to learners is timely, accurate and using agreed systems.
- Adhere to and have regard to the LSA standard and expectations.
- Support with transition sessions, campus visits, and the planning, gathering, and sharing of relevant information to ensure a smooth start for learners.

- Use transition, application and pre-enrolment information to effectively support learners (including one page profiles, Education, Health and Care Plans and My Plan / My Plan+).
- Actively encourage learners to work towards their individual targets and facilitate learners to make choices and become more independent.
- Liaise with external agencies and parents / carers as required to effectively share information as necessary.
- Explore, develop and use resources, teaching and learning strategies and digital technology within own practice and disseminate best-practice within the team and wider College community.
- Additional duties may include carrying out specific tasks relating to intimate personal care or medication (training will be provided), residential trips, minibus driving etc.
- Be aware of, work within and respond to national changes in policy, guidelines, regulations and legislation relating to SEND (Children and Families Act 2014 and the SEND Code of Practice), reasonable adjustments (Equality Act 2010) and exam board requirements (JCQ).
- Support with open events and other marketing activities as requested.

- Support the Head of Inclusion and Cross College High Needs in driving the Additional Learning Support policy, along with the referrals procedure to ensure a consistent and fair approach across all College sites.
- Actively contribute and support the departmental Quality Improvement Plan (QIP),
- Self-Assessment Report (SAR) and key performance indicators (KPIs).





About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

About the You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Working with individuals with additional learning needs or disabilities – Minimum of Maths and English GCSE grade C / Level 2 or willingness to complete – Practical experience in safeguarding within an educational or support setting
Desirable	<ul style="list-style-type: none"> – Using assistive technology to support individuals with communicating accessibility and independence – Working with 16+ age range – Manual Handling and Lifting – Medication Handling – British Sign Language or Makaton – Awareness of Total Communication – CACDP Note Takers Certificate – Educated to A Level standard or equivalent – Willingness to undertake further Safeguarding training

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> – Ambitious in wanting the very best outcome for GC learners – Committed to continuously improving for the benefit of our learners.
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	<ul style="list-style-type: none">– Actively invites feedback from peers and customers to identify opportunities to improve.– Receptive to new ideas and learns from failures as well as successes.– Approaches difficulties with a positive attitude.– Openly communicates and resolves issues through helping not blaming others.– Treats others with respect and civility, building trust to bring out the best in people.– Takes responsibility for playing a part in achieving GC's vision.– Takes responsibility for their own actions and work; committing to doing their best every time.– Committed to delivering the highest possible standards of customer service and undertaking the role to the highest possible standard.– Committed to safeguarding young people and vulnerable adults.
Job Circumstances	<ul style="list-style-type: none">– Able to travel between college sites (if required)– Undertake any training required for the role– Hold an Enhanced DBS check or be willing to undertake a check.– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.