

## Part Time Learning Support Assistant Job Description and Person Specification

### Position Details

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| <b>Position:</b> Learning Assistant | <b>Department:</b> Learner Services   | <b>Reporting to:</b> Head of Learner Services                          |
| <b>Salary:</b> £22,308              | <b>Contract:</b> 1-year fixed term contract fixed (with potential to extend subject to funding) | <b>Hours per week:</b> 5 days a week 8.45am to 4.15pm Monday to Friday |

**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  |
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| <p><u>Main Objectives</u></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>Summary of Duties</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</li> </ul> | <p><u>Essential</u></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><u>Desirable</u></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> <li>This Role Requires an enhanced DBS</li> </ul> |

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| <p>out and adhered to.</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> |  |
| <b>Reference: PT Learning Assistant</b>   |  |