

## **Job Description**

**Title:** Learner Support Assistant

**Summary/Purpose:** To provide support to our youth learners (16-19 year old) with various activities to help them to participate fully in their training programme. To provide direct support to learners based on their individual needs and support them progress towards and successfully achieve their learning outcomes.

**Reporting to:** Business Manager

**Supervising:** N/A

### ***Duties and Responsibilities:***

#### **Specific**

- Assist learners as required and appropriate to complete work assigned by tutors.
- Assist in the delivery of various learning programmes ensuring that learners are engaged at all times
- Engage and motivate the learners in the lessons, ensuring work is completed
- Ensuring the learners learning needs are adequately met.
- Helping learners to learn as effectively as possible, both in group situations and individually.
- Assisting the learners develop their skills and confidence.
- Support learners' learning by the use of ICT and develop their maths and English skills
- Supporting the learners understanding, clarifying and explaining instructions
- Motivating and encouraging our learners.
- Assist tutors in ensuring all learner paperwork is completed timely and compliant
- Up-date tutors on a daily basis on progress of learners
- Assist in the production of lesson plans for taught sessions and help to incorporate topics relating to whole class teaching, individual, paired, group and differentiated activities.
- Developing appropriate resources to support learners

#### **General**

- To ensure security of company assets
- To comply with all company policies and procedures
- To comply with the companies safeguarding policy & procedure
- To comply with Equal Opportunities Legislation and be proactive in challenging prejudice, discrimination and stereotyping.
- To implement in full the Company's quality policies and procedures.
- To consult the Company Health and Safety Policy with regards to their specific responsibilities as described in the general arrangements section
- To give consideration to their actions at work as to how they may affect the safety of Learners, clients and visitors to Company premises
- Support and demonstrate the organisations core values
- Ownership mindset. Demonstrates accountability and reliability, taking responsibility for own actions and timely achievement of KPI's.

- Co-operate with all staff to achieve a healthy and safe workplace and reporting any risks identified, at the company's or others premises, to the designated Health and Safety Officer.
- Other duties that may be identified from time to time by the Company.
- Attend relevant training / personal development programmes

### **Person Specification**

|  | <b>Essential</b>   | <b>Desirable</b>   |
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| <b>Experience &amp; Qualifications</b> |  | Experience of working with young people (16-18 year olds) in a similar role<br>Assessor qualification<br>Classroom Assistant or learning support qualification or equivalent             |
| <b>Skills</b>                          | Good organisational skills.<br>Good communication and interpersonal skills.  | Fluent in Welsh  |
| <b>Knowledge</b>                       |  | Knowledge of training industry and a learning environment<br>Knowledge of delivering learning programme or providing 1-2-1 support<br>Safeguarding & Prevent Knowledge and understanding |
| <b>Characteristics</b>                 | Empowers others<br>Demonstrates a passion for learning<br>Demonstrates a commitment to inclusion<br>Fosters growth by proactively improving processes and practices<br>Self-motivated, self starter.<br>Flexible in approach.<br>Ability to work under pressure<br>Reliable<br>Enthusiastic<br>Team player |  |