



BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Learning Assistant
Post Holder	
Accountable To	Learning Support Manager/Head of Student Services
Responsible For	Assisting in the provision of learning support
Department	Learning Support

Overall Purpose of Job

To provide individual and/or small group classroom support for learning activities in order to minimise barriers to learning and promote independence.

Main Duties and Responsibilities

Provision of Learning Support:

- To work under the direction of the Learning Support Specialists and Learning Support Advisers to implement support interventions detailed in the learning support plans (LSPs).
- To liaise with the Learning Support Advisers and lecturers/assessors regarding student progress in achieving the desired outcomes set out in the learning support plans (LSPs).
- To ensure that LSPs are professional, up-to-date and contribute to case monitoring meetings as required.
- To support the use of assistive technology and other resources and strategies which enhance the learning experience for students with support needs.
- To provide identified in-class support for learning activities.
- To provide drop-in sessions for students who require additional support outside of the classroom.
- To work on study skills with students and support them to prepare for assessments.
- To promote learner independence and empower learners to manage their own learning.
- To support students with alternative assessment arrangements.
- To contribute to the work of the wider Access and Inclusion service and liaise closely with Curriculum teams.
- To signpost learners to other relevant personal or wellbeing support services.
- To ensure confidentiality and maintain accurate records of support.

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- To undertake any other duties to support the effective and efficient operation of the organisation as may reasonably be required by the line manager.
- Attendance at internal and external meetings as required.

Personal and Professional Development:

- Adopt flexible working methods in order to meet the changing needs of the College.
- Develop and maintain high quality standards appropriate to the post.
- Develop and maintain professional standards and expertise by undertaking relevant professional development.

Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

Additional:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
A qualification at SCQF level 7 or above or relevant experience in a support role	Essential
Qualification in inclusive learning strategies to support learners with additional needs, such as: PDA Learner Support PDA Dyslexia PDA Inclusiveness	Desirable
KNOWLEDGE	Essential or Desirable
Understanding of supporting people with a broad spectrum of specific learning needs across all areas of the curriculum	Essential
Knowledge of policies, procedures, codes of practice and an awareness of relevant legislation and good practice relating to supporting learners.	Desirable
Ability to communicate using British Sign Language	Desirable
EXPERIENCE	Essential or Desirable
Experience in delivering appropriate support plans for learners and liaising with relevant staff	Essential
Negotiating, influencing and organisational skills	Essential
Ability to build appropriate relationships with student Know how to deal with confidential information and situations while ensuring appropriate support is implemented effectively	Essential
Ability to work flexibly and independently in a self-directed way with a confident and enthusiastic approach	Essential
Ability to work independently and maintain up-to-date records that are shared within the Support for Learning and Wellbeing team.	Essential
INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
Ability to work flexibly and independently in a self-directed way with a confident and enthusiastic approach	
OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential

E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to maintain a tidy and organised workspace	Essential
Ability to be supportive to each individual learner's circumstances and learning style and provide support	Essential
Commitment to Continuous Professional Development	Essential
Ability to liaise effectively with Support for Learning Advisors and relevant staff	Essential

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential