BORDERS COLLEGE
JOB DESCRIPTION

Job Title	Learning Support Assistant (Higher Education)

Post Holder	

Accountable To	Student Support Services Manager - Learning Support

Responsible For	Provision of learning support to HE students with a DSA

Department	Student Support Services

Overall Purpose of Job

To provide study support to Higher Education students.

Main Duties and Responsibilities

Provision of Learning Support:

- Work under the guidance of the Learning Support Manager and Learning Support Advisors to deliver support as outlined in the Needs Assessment Report (NAR) for Disabled Students Allowance (DSA).
- Ensure Learning Support Plans (LSPs) are professional, current, and contribute effectively to tracking and monitoring student progress.
- Support the use of assistive technology, as well as other tools and strategies that enhance the learning experience for students with additional support needs.
- Help students develop study skills and support them in preparing for assessments.
- Encourage learner independence and empower students to take ownership of their learning.
- Maintain regular communication with students, arranging appropriate times to meet.
- Signpost students to other relevant services, including wellbeing or personal support, where appropriate.
- Maintain confidentiality at all times, while ensuring that any safeguarding concerns are appropriately reported in line with college policies and procedures.
- Attend internal and external meetings as required.

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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:

- Act in accordance with all relevant legislation, including Health and Safety, Equality and Inclusion, GDPR, Prevent, and Safeguarding.
- Demonstrate behaviours that reflect the College's values in all aspects of your work.
- Follow all College policies and procedures relating to staff and students.

Additional:

- 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
Qualification at SCQF level 9	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 how to support people with a broad spectrum of support needs	Essential
An understanding of how to deliver flexible support that is tailored to an individuals' needs	Essential
Ability to communicate using British Sign Language	Desirable

EXPERIENCE	Essential or Desirable
Supporting people with a range of additional support needs	Desirable
Supporting people within an educational setting	Desirable
Experience of working in a team	Essential
Evidence of pro-social behaviours (e.g. empathy, actions that benefit others).	Essential

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with staff and learners	Essential
Ability to work independently	Essential
The ability to relate to a wide range of people.	Essential
Professional in behaviour	Essential
Ability to reflect on work practice and be open to constructive feedback	Essential
Good written and verbal communication	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Capacity to work under pressure	Essential
Working knowledge of ICT within an office environment	Essential
Reliable private transport and/or a willingness to travel	Essential