

Part Time Learning Support Assistant Job Description and Person Specification

Position Details

Position: Learning Assistant (Part time)	Department: Learner Services	Reporting to: Head of Learner Services
Salary: £8,923.20	Contract: 1-year fixed term contract fixed (with potential to extend subject to funding)	Hours per week: 2 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
<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> 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 <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> 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. 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. Ensure paperwork relating to sessions is completed in a correct and timely manner. To assist in the development, implementation, monitoring and assessment of learners individual learning plans. 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. To comply with all MK SNAP policies and procedures. Be prepared to attend any training courses/events as deemed necessary by the Head of Learner Services. To ensure that all Health and Safety policies and procedures are carried 	<p><u>Essential</u></p> <ul style="list-style-type: none"> Experience in a community or educational setting. Experience of mentoring, supporting and encouraging adults with learning disabilities Strong levels of personal integrity and commitment to safeguarding Excellent communication skills. Ability to inspire, motivate and encourage people with a range of complex needs through participation in positive activity Be prepared to support events at weekends and evenings on occasions Ability to co-ordinate and prioritise workload. A demonstrable record of implementing Equal Opportunity policies and activities. <p><u>Desirable</u></p> <ul style="list-style-type: none"> Experience of working in a range of environments including schools, club and community settings. Qualification in a relevant subject. First Aid Be interested in all aspects of working in a community or charitable setting This Role Requires an enhanced DBS

<p>out and adhered to.</p> <ul style="list-style-type: none">• To raise aspirations, inspire and continually improve outcomes and quality in delivery• To participate in management team and performance review meetings.• To develop, protect and enhance the MK SNAP brand.• To deputise where required and act as an outstanding ambassador for the organisation• To carry out any other duties as required which are commensurate with the level of the post.	
Reference: PT Learning Assistant	Closing Date: 19/07/2024