



JOB DESCRIPTION

Job Title: Learning Assistant	Grading: 14-17
Directorate:	Reference:
Job Objectives: 1. To support curriculum delivery. 2. To provide technical support to staff and students. 3. To ensure the maintenance of a safe and hygienic working, teaching and assessing environment. 4. To participate in staff development activities. 5. To carry out other duties that may be required from time to time by the Associate Director or her/his representative.	
Reporting to: Associate Director of Curriculum & Quality	
Reporting to the position: None	
Interface with: College staff, students and clients; prospective staff, students and clients; staff, students and clients of external agencies.	
Approved by:	Date:
Signature of Post Holder:	Date:

Duties and Responsibilities:

1. To support curriculum delivery.
 - a. To undertake demonstrations and tutorials with students in practical situations as required.
 - b. To supervise students in a learning environment as required.
2. To provide technical support to staff and students
 - a. To maintain, service, clean and repair tools, materials and equipment as appropriate and to produce maintenance plans for such equipment.
 - b. To prepare materials and equipment for classes as required.
 - c. To maintain, control and order stock including, where appropriate, pricing and cash handling activities.
 - d. To monitor equipment storage and security.
 - e. To arrange for testing and repair of equipment in liaison with contractors if required.
 - f. To assist in the preparation of the learning and assessing environment undertaking safety and cleaning activities in accordance with the relevant Hygiene and Safety Regulations.
3. To ensure the maintenance of a safe and hygienic working, teaching and assessing environment.
 - a. To ensure a safe environment and working practices by all in practical areas including carrying out monthly Health and Safety Hazard checks and completing risk assessments.
 - b. To ensure compliance with actions identified to ensure safety.
4. To participate in staff development activities.
 - a. To maintain the required knowledge in relevant subject areas and undertake programmes of development.
 - b. To participate in the College's Staff Review Scheme.
5. To carry out other duties that may be required from time to time by the Assistant Director or her/his representative.