

JOB DESCRIPTION

Job Title:	Learner Support Worker ELS	Grading:	
Section:	Extended Learning Support	Reference:	
Job Objectives: 1. To assess needs and provide learner support, which meets the needs of students with disability/health or medical conditions and is responsive to specific needs. 2. To advise and support lecturing staff in the delivery of educational programmes to students with sensory, physical or specific learning difficulties. 3. To engage in quality assurance and enhancement activities. 4. To participate in staff development activities. 5. To undertake such other reasonable duties appropriate to the post that may be delegated by the Line Manager.			
Reporting to:	Learner Support Co-ordinator		
Reporting to the position:	None		
Interface with:	College students, staff and external agencies		
Approved by:		Date:	
Signature of Post Holder:		Date:	

Duties and Responsibilities:

1. To assess needs and provide learner support, which meets the needs of students with disability/health or medical conditions and is responsive to specific needs.
 - a. To assess students in terms of their individual support needs.
 - b. To create and maintain Personal Learning Support Plans as required by the Learner Support Co-ordinator.
 - c. To act as reader and/or scribe and/or prompt and/or invigilator during students' assessments.
 - d. To provide support to students on a 1:1 or group basis.
 - e. To carry out student induction into the Study Support base.
 - f. To train students and provide ongoing support in the use of assistive technologies/auxiliary aids to enable students to access learning materials.
 - g. To scan and reformat coursework as required.
2. To advise and support lecturing staff in the delivery of educational programmes to students with sensory, physical or specific learning difficulties.
 - a. To advise and support lecturing staff in the teaching and supervision of learning for students with sensory, physical or specific learning difficulties.
 - b. To support lecturing staff in the delivery of reading, writing or working with numbers.
 - c. To assist lecturers through the preparation and maintenance of the learning and teaching environment.
 - d. To raise staff awareness in the use of assistive technologies.
 - e. To advise lecturing staff on alternative assessment arrangements.
3. To engage in quality assurance and enhancement activities.
 - a. To ensure that Personal Learning and Support Plans are maintained for each student for whom Extended Learning Support is being provided.
 - b. To maintain accurate records of students' attendance and progress in Study Support.
 - c. To provide feedback to Student Advisers and lecturing staff (as appropriate) on students' progress.
 - d. To participate in Course Team/Course Committee meetings as appropriate.
 - e. To liaise with external agencies as appropriate.
4. To participate in staff development activities.
 - a. To become familiar with relevant learning and teaching materials.
 - b. To deliver workshops as appropriate.
 - c. To develop competence in the use of assistive technologies/auxiliary aids.
 - d. To participate in relevant staff development activities.
 - e. To participate in the Staff Review scheme.
5. To undertake such other reasonable duties appropriate to the post that may be delegated by the Line Manager.