

## JOB DESCRIPTION

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

## **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 Head of Curriculum or her/his representative.