**City of Wolverhampton Council**

**Job Description**

Post Title: Learning Support Assistant

Directorate: Education

Service Group: Adult Education

Division/Team: Student Services

Responsible to: Student Support Officer

Responsible for: N/A

Grade: NJC Grade 3 pro rata (sessional)

Location: Any suitable location within the City of Wolverhampton

Workstyle: Flexible

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

**Job Purpose and Role**

To work effectively with teachers to provide high quality support for students, to develop education, communication, social, emotional and personal skills to assist with independent living, educational and work aspirations.

To provide professional and compassionate learning support for students who have physical and learning disabilities and mental health issues at any location within the City.

**Principal Duties and Responsibilities**

* Support students’ with additional needs to reach their learning potential under the direction of the teacher.
* Establish and build appropriate relationships with students which develop their independent learning skills to enhance their learning experience.
* Promote and support the educational and social development of students under the direction and guidance of the teacher.
* Maintain excellent student additional support records.
* Support teachers to conduct student reviews and measure learning targets.
* Support the initial assessment process in the identification of support needs.
* Accompany students on trips as appropriate.
* To support service enrolment events.
* Demonstrate high levels of discretion and sensitivity at all times.
* To support and promote the safeguarding of our learning community.
* May be required to work weekends and evenings.
* To act in accordance with the Council's Constitution and other Codes of Conduct.
* To participate in staff development, appraisal and training as appropriate, including continuous professional development.
* To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
* To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
* To participate in the wider development of the service and contribute to service improvement as required.
* City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date:

Signature of post holder: