



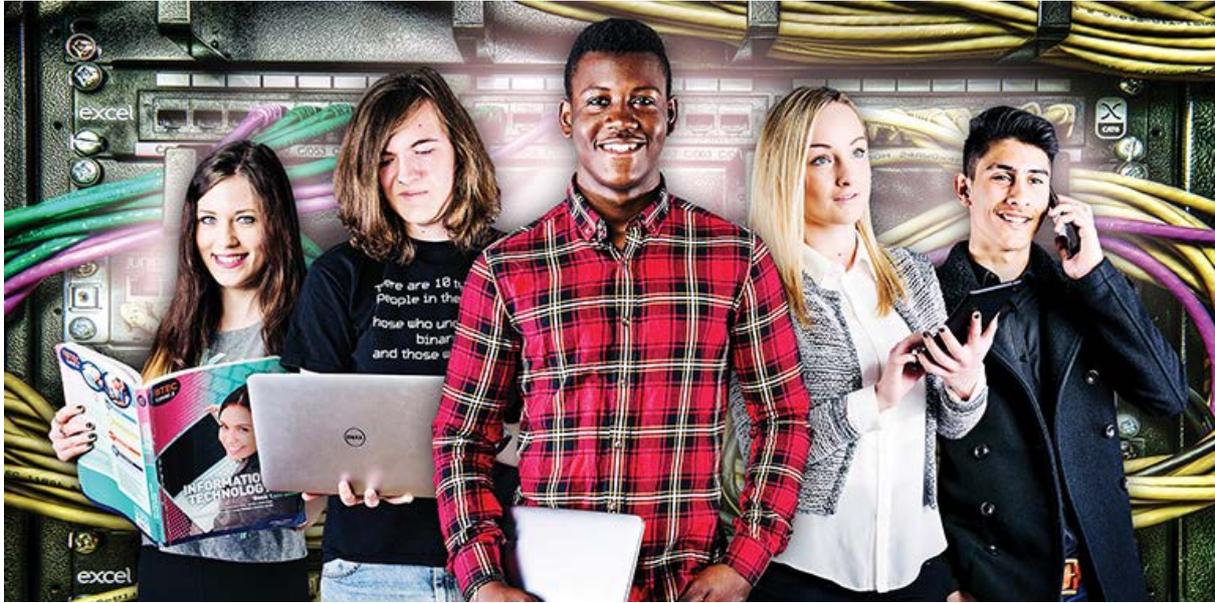
# Learning Support Assistant

Full-Time, Term-time only  
(35 hours per week, 39 weeks per year)

## Application Pack



**Woking  
College**



## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of 1400 students serving the Borough of Woking, but drawing students from over 60 different schools. Our very successful strategic focus has, for many years, been to facilitate the very best quality of teaching and learning for our students. We are inclusive and non-selective and we are fully committed to continuing this successful strategy which has resulted in the doubling of the student population in recent years.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning environment of which we all are very proud. Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to thrive. The College has benefited hugely from an impressive transformation of its estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances of our students.

We very much look forward to receiving your application.

Brett Freeman  
Principal



*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities*

# The Role

The College requires a Learning Support Assistant to support learners both in the classroom and to provide one-to-one support. We are looking for a full-time member of staff to join this friendly department in our successful and growing College. Full-time hours will be 35 hours per week, term-time only (39 weeks per year), with the hours being 8.30am to 4.00pm.

We are looking for an exceptional candidate. We expect high performance from all our staff, and are looking for an impressive individual to support and inspire College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

**Salary:** £15,630.06 per annum, actual pro rata salary, inclusive of fringe allowance, for 35 hours per week, term-time only (39 weeks per year)

*(Please note that the FTE salary for this role is £18,190 plus £1,047 fringe allowance per annum)*

**Start Date:** For immediate start

# The Department

Woking College aims to ensure equality of opportunity and a wide and varied curriculum for each student in order that every student can become an effective learner, who is able to achieve their maximum potential. We appreciate that every student is unique. Consequently, there are differences in the ways in which they learn and the level of support that each individual needs.

We aim to provide holistic, personalised and fully integrated support for all students according to their needs and circumstances. In the first few weeks after enrolment, using diagnostic screening, as well as information provided from home, Learning Support will create an agreed plan to address any particular needs. Many students come to the College for a fresh start and so we apply a flexible approach to enable them to grow in both confidence and independence, thereby preparing them for greater success and future progression opportunities.

A dedicated Learning Support area is available throughout the week, where one-to-one and small group lessons take place and specialist staff in the fields of literacy, numeracy and study skills can provide assistance. Depending on learning needs and preferences, some in-class support is also available, as well as specific workshops for building confidence, social skills and mentoring.

Learning Support at Woking includes:

- Weekly or one-off one-to-one support
- Small group work
- Help with study and revision skills
- Help with time management and organisation
- Proofreading
- Obtaining access arrangements
- 'Chill-out' lunch group
- EHCP monitoring and reviews (for students with EHCPs)
- In class support (for students with EHCPs)
- Mentoring (for students with EHCPs)

# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

- We are an open access, caring and inclusive community
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere
- On-site parking
- College gym available for staff use, yoga classes, staff football
- Staff association: regular social events
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions





# Job Description

**Post Title:** Learning Support Assistant

**Responsible:** Head of Department

**Job Purpose:** Assistance in the learning and teaching and general administrative duties within the College

## Job Responsibilities:

### 1. Role of Learning Support Assistant and Independent Learner Mentor:

They can be expected to:

- take notes
- help individuals/small groups of students in class
- help to keep the student on task and focussed
- interpret questions and tasks and explain meanings of words/specialist terms
- read out information from resources
- liaise with subject teachers to facilitate study skills
- photocopy notes/materials
- supervise a small group in another room/computer room
- build up a rapport with students so they feel confident coming for help outside lessons
- help students to improve grades in their assignments
- help students with planning
- guide students regarding how to file and organise their work
- support students with their digital literacy and learning skills and research requirements for assignments and essays
- help students complete necessary paperwork
- help students who have been away to catch up
- devise programmes of support to help students to become independent learners
- mentor individuals/small groups in the Learning Resource Centre
- help with IT/finding lost files/work

Guiding principles for a Learning Support Assistant:

- The Learning Support Assistant must establish a good working relationship with the individual student – but must not become over familiar
- There should be an open working relationship between the teacher and the Learning Support Assistant
- The Learning Support Assistant must be clear whether the work they are helping with is for assessment purposes or for general research/class work purposes
- The Learning Support Assistant is there to support the student in their learning, not do the learning for them (even if it means the student might fail)
- The Learning Support Assistant is not there to take a major role in disciplining groups of students but should not accept bad behaviour/rudeness
- The Learning Support Assistant should not be afraid to pass on issues or refer the student to other people when they feel out of their depth e.g. class teacher, tutor, Head of Department, Head of Learning Support, Head of Year, Counsellor, Assistant Principal

### 2. Additional duties:

- General administration for the curriculum including filing, minutes for meetings, organisation of exams.
- Invigilation and scribing and reading for students during examinations.
- Cover for Tutorial and Reception as required.
- Specific help at various times of the year – e.g. art exhibitions, drama rehearsals, help with short courses.
- Facilitating the effective use of ICT systems.

3. To take part in the first aider duty rota (training will be given if not already qualified to be a first aider at work). Carrying a radio, and responding to first aid requests when on rota, and to respond to first aid requests at additional times should the specific duty rota first aider not be available.
4. To act at all times in accordance with the College's Equality & Diversity policies.
5. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding personnel.
5. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
6. To take part in the training programmes provided by the College and agree to the process of professional reviews.
7. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

## Person Specification

### Essential:

- An interest and commitment to work with young people in a college environment. The ability to empathise with young people and interest in helping them to fulfil their potential.
- The ability and confidence to communicate effectively both verbally and in writing.
- The ability to work accurately, showing attention to detail, particularly with regard to grammar, spelling and number.
- Possession of good interpersonal skills e.g. tact, sensitivity, ability to listen, to be assertive at times.
- Ability to work effectively as a member of a team and assist others when requested.
- Proficient in the use of Microsoft Office applications, especially Word and Excel, as well as Internet Explorer.

### Qualifications:

- Educated to A level equivalent, or educated to GCSE standard or equivalent plus a minimum of two years working in an educational environment.

### Desirable:

- Experience of supporting students with learning difficulties/disabilities/medical conditions.
- Experience of supporting students to develop their literacy, numeracy or maths and science skills.
- First Aid at work qualification and experience of being a first aider at work (training will be given if necessary)

