

Job Description

**Post Title: Personal Skills Assistant**

This is a generic job description.

***Job purpose:***

* To support learners with learning difficulties, disability and sensory impairment with personal care, behaviour and basic literacy and numeracy.

***Duties and Responsibilities:***

* To support learners on programme, on a day-to-day basis under the direction of the course tutor
* To support learners at times other than for formal delivery
* To assist in the assessment of student achievement, as appropriate.
* To work with tutors and tutorial staff to develop appropriate strategies to meet individual needs.
* To advise mainstream staff on particular needs of learners to whom they have been allocated
* To undertake student reviews and monitor learning targets.
* To assist students with portfolio building, mapping functional skills or other evidence as appropriate.
* To assist tutors and tutorial staff to track and monitor student progress and attendance.
* To assist in compiling student records as required
* To assist in the preparation of materials and equipment for course activities
* To assist with student access to and from college and work placements and mobility support whilst on programme
* To support and escort learners where necessary
* To assist learners with special mobility needs during fire alerts
* To be friendly, approachable, non-judgemental and engage constructively with the learners
* Support learners with emotional or behavioural problems and help develop their social skills
* Provide support for individual learners inside and outside the classroom to enable them to fully participate in activities.
* Be proactive in matters relating to health and safety
* To maintain up to date knowledge of Safeguarding Procedures
* Work unsociable hours and at all College venues as required.
* Fulfil any other reasonable duties commensurate with the grading of the post

***Line Management Responsibility:***

* None

***Reports to:***

* Supported Learning Manager

***Contacts (Internal and External):***

*External*

* Liaise with College personnel, employers, parents/carers.

*Internal*

* Staff within the Faculty and other Faculties as necessary
* The College central units

***Holidays:***

You are not entitled to take holidays during term-time (as defined by the College Calendar) and will in fact be paid for this holiday. The basic holiday entitlement is calculated as per Government recommendations at 12.07% of the annual salary. The holiday year is from September to August.

***Health & Safety:***

To maintain a positive attitude to health & safety in carrying out personal responsibilities and to co-operate with the health & safety/local rules/codes of practice relating to health & safety matters.

***Equality & Diversity***

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly supports this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

***Safeguarding of Children and Vulnerable Adults***

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. Employment at the College is subject to an Enhanced DBS check and any post involving regulated activity will also be subject to a barred list check.

***Advisory notes:***

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role. This job description reflects the current duties of the post and may be subject to changes in the future following consultation with the post holder.

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Person Specification

*0 = No Evidence 1 = Limited Evidence 2 = Adequate Evidence*

*3 = Substantial Evidence 4 = Significant Evidence*

Post Title: Personal Skills Assistant Applicant No/Name:

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| --- | --- | --- | --- |
|  | **ESSENTIAL / DESIRABLE** | **EVIDENCE**  Application, Presentation, Interview | **Score at Shortlist**  **0-4** |
| **Experience** | **ESSENTIAL:**   * Significant experience of working with people with learning difficulties * Significant experience of working with people with a disability * Experience of working with learners who present behavioural difficulties * Recent experience in an educational setting   **DESIRABLE:**   * Experience of sensory impairment | * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* |  |
| **Education & Training** | **ESSENTIAL:**   * Level 2 in Literacy and Numeracy * With or working towards Moving and Handling Certificate * Disability Awareness training * Commitment to own development   **DESIRABLE:**   * Certificate in learning support or equivalent * BSL * First Aid Certificate | * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application* * *Application* * *Application* |  |
| **Skills/Knowledge/ Abilities** | **ESSENTIAL:**   * Ability to be able to communicate effectively with a range of adults and young people * To be approachable, non-judgemental and engage constructively with learners * Professional and responsive manner when dealing with staff and learners * Ability to be self-motivated and enthusiastic about working with a diverse range of young and vulnerable people * Reliable/conscientious and respect for confidentiality * Effective interpersonal skills * Ability to follow instructions * Ability to take the initiative as required and independently solve problems * Ability to assist learners with Literacy, Numeracy and IT * Must be a supportive and co-operative team player * Ability to empathise with and understand student issues * Ability to monitor and record student contact   **DESIRABLE:**   * Knowledge of FE/HE Curriculum | * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* * *Application / Interview* |  |
| **Additional Factors** | **ESSENTIAL:**   * Must be committed to and uphold the College’s corporate values * Committed to the principles of inclusiveness and equality of opportunity * Commitment to safeguarding and promoting the welfare of young people and vulnerable adults. * Commitment to working in accordance with the College’s policies and procedures * Commitment to participate in staff development * To have a commitment to learning and education | * *Application* * *Application and Interview* * *Application and Interview* * *Application* * *Application* * *Application* |  |