

#TRANSFORMINGLIVES

Recruitment Pack
Learner Support Assistant (Adult Skills)



Welcome and thank you for accessing this recruitment information pack.

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – over 170 years. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 170 years – and beyond.

Times are exciting for the College with opportunities for further growth and development via the recent Further Education White Paper, announcements made in the March 2021 Budget and as the economy rebounds from the impact of coronavirus.

We moved into our current premises in 2011 and since this time investment has been made to ensure the facilities remain exceptional. This environment, which high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected off all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Local Enterprise Partnership. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

Thank you once again for visiting this site and in this recruitment pack you will find information related to:

- **The job description and person specification.**
- **The College's approach to recruiting ex-offenders.**
- **Reasons to work at the College**
- **The College's mission, expectations and behaviours**



Darren Hankey,
Principal and Chief Executive,
Hartlepool College of Further Education



Job Description:

- Post Title:** Learning Support Assistant (Adult Skills)
Reporting To: Head of School SEND and Foundation Studies
Salary: Up to £25,479.92 per annum FTE
Hours: Up to 34 hours per week to be discussed at interview
Holiday: 29 days plus bank holidays FTE

The Specific Nature of the Role

The post holder will provide learning support to adult learners with additional learning needs, enabling them to access learning, develop independence and achieve their qualifications.

Main Duties and Responsibilities

- Supporting the learning and participation of adult learners.
- Providing in-class support within workshops, practical learning environments and classroom-based settings.
- Supporting learners to develop effective study skills, organisational skills, communication skills, and strategies for successful participation in education and training.
- Report regularly to the Head of SEND and Foundation Studies on any emerging support needs or concerns.
- Assisting teaching staff with assessment activities, including undertaking observations, recording evidence, witness testimonies, and oral questioning where appropriate and authorised.
- Supporting learners to access learning resources, assistive technologies and reasonable adjustments.
- Supporting the implementation of examination access arrangements, including acting as a reader, scribe, prompter, or other approved support role where trained and authorised.
- Maintaining accurate records of learner support, progress and outcomes in line with organisational procedures.
- Liaising effectively with curriculum staff, support teams, external agencies and other professionals to ensure learners receive appropriate support.

In addition to the above responsibilities, there will be a requirement to:

- Attend curriculum, support team and cross-college meetings as required.
- Participate in relevant continuing professional development (CPD) activities to maintain and enhance knowledge and skills.
- Promote equality, diversity, inclusion and positive learner wellbeing in all aspects of the role.
- Implement organisational policies and procedures to support the effective operation of the College and safeguard the welfare, dignity, rights and interests of learners and staff.
- Maintain confidentiality and comply with data protection requirements at all times.
- Undertake any other duties commensurate with the grade and responsibilities of the post as may reasonably be required by the Principal or designated manager.



Person Specification

Post Title: Learner Support Assistant (Adult Skills)

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1. Demonstrate a commitment to the College's values, behaviours and inclusive ethos.	E	i, ii and iii
2. Literacy and Numeracy qualification at Level 2 (GCSE grade C/4 minimum)	E	i
3. Has previous experience of supporting learners or adults with learning difficulties or disabilities.	E	i, ii and iii
4. A relevant classroom assistants' qualification and/or L3 in a vocational area	E	i
5. Has the ability to support learners with additional needs in classrooms, vocational areas and workshop environments.	D	i,ii
6. Understands the FE sector and the support needs of learners with additional needs.	D	i, ii and iii
7. Has the ability to use own initiative	E	iii
8. Has the ability to work as part of a team	E	ii, iii
9. Is flexible and adaptable	E	ii
10. Has good verbal/written communication skills	E	i, ii and iii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview