

ROLE DESCRIPTION

1. JOB TITLE: Learning Support Assistant SEND

2. CONTEXT

West Herts College and Barnfield College are general Further Education colleges offering a broad portfolio of courses to the local community. These include full-time and part-time further education, higher education, work-based learning, and community learning programmes.

The Special Educational Needs and Disabilities (SEND) team provides a wide range of support for students with learning difficulties and/or disabilities, including those requiring English and maths support, to ensure they can access and thrive within the educational opportunities offered by the College.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: SEND Manager

4. MAIN PURPOSE OF JOB

This role sits within the SEND team, working in partnership with teaching staff to deliver high quality and responsive learning support for students in a range of learning environments. The role involves delivering one-to-one and small group interventions to develop study skills, supporting the EHCP process, and working collaboratively with curriculum staff to ensure appropriate adaptations are made in line with the SEND Code of Practice.

5. MAIN DUTIES AND RESPONSIBILITIES

- Provide one-to-one and small group interventions both in and out of class to support learners' study skills, and independence.
- Develop and deliver tailored support plans based on EHCP outcomes and individual needs.
- Monitor and review learner progress, adapting support strategies as needed.
- Promote inclusive learning strategies and encourage learner independence.
- Oversight of SEND documentation, including EHCP consultations and reviews for supported students
- Contribute to the preparation and updating statutory reports and documentation related SEND paperwork such as Exam Access Arrangement, EHCPs and SEND assessments.

- Lead annual review meetings in collaboration with learners, families, and external professionals.
- To take personal responsibility for continual professional development including attending in-house and external training in order to maintain your SEND knowledge to meet individual student needs.

Transition and Preparation

- To contribute to the initial assessment of students and the development of individual support plans and then contributing to the review of support plans to allow them to be updated
- Support transition activities for new and prospective learners, including attendance at open days, college introduction events, and transition visits.
- Meet with applicants and their families to gather information and plan appropriate support.
- Create and maintain support profiles based on transition information, EHCPs, and reports share these with curriculum teams to inform planning and delivery.

Collaboration and Curriculum Support

- Work closely with curriculum tutors to advise on appropriate adaptations and differentiated strategies.
- Support the implementation of reasonable adjustments and inclusive teaching practices.
- Liaise with internal and external stakeholders to ensure a holistic approach to learner support.
- To provide advice and guidance to teaching staff in regard to individual student needs and promote inclusive and person-centred practice across the college.
- Maintain accurate records of interventions, progress, and communications.
- Contribute to quality assurance processes and continuous improvement initiatives.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update skills and knowledge.
- All employees have a general duty in law to take reasonable care for the

health and safety of themselves and of other persons who may be affected by their acts or omissions.

- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of their contribution to such priorities.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people, and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.