

JOB DESCRIPTION

JOB TITLE: Support for Learning Assistant

LINE MANAGED BY: Curriculum Manager for Learning Development

LOCATION: Based in East Kilbride but some outreach work may be involved

JOB PURPOSE & OBJECTIVES To support learners in overcoming barriers to learning and attainment within courses across the College provision.

KEY TASKS

Support students with barriers to learning e.g. note taking, scribing, reading, assisting and supervising activities.

Provide extra explanation of in-class activity if required.

Liaise with staff and tutors as required.

Invigilate assessments.

Ensure adherence to exam conditions.

Provide support on educational visits.

Undertake staff development and training.

Work one-to-one with individual students and with groups.

The jobholder is required to take reasonable care for the safety and health of themselves and others who may be affected by their actions; and to coordinate with management in the promotion and maintenance of health and safety measures.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: October 2020