

Job Description
Learning Support Assistant
Revised Jan 12

The Directors of Friends of Holly Hayes Woods and Whitwick Community Coffee Shop are seeking an experienced learning support assistant for their projects. The person appointed will support learners undertaking NVQ and possibly the foundation learning, ensuring a quality delivery of training. Training will be given in all aspects of qualification management etc.

Duties

- Supporting learners with a variety of needs, both in the coffee shop setting and the land management setting, as required
- Supporting learners on foundation learning
- Planning and implementing initial assessments and course reviews with learners under the supervision of the training manager
- Creating learner portfolios to agreed standards
- Working closely with Verifiers and Management
- Working closely with the training manager to ensure a holistic provision for our learners e.g. foundation learning providers
- Ensuring Compliance with examination board requirements and other legal requirements under the supervision of the training manager
- Ensuring a quality provision for the learner
- Assisting with publicity and marketing of the projects
- Assisting with special events for fund raising and general community awareness
- Attendance at community and networking events to raise the profile of the project

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Experience of supporting people in work based learning, or youth work • Creative approach to learning and teaching • Ability to monitor systems under supervision from the Training Manager • Willingness to work outside of normal hours and work place • Flexibility • Good Hygiene • Excellent people skills 	<ul style="list-style-type: none"> • Experience of delivering foundation learning • Experience of working with learners with learning difficulties • Experience of working with learners from traditionally marginalized groups eg. School Pupils at risk of exclusion, long term unemployed • Experience of organizing fund raising events • Experience of the Voluntary Sector • Knowledge of portfolios and other documentation relating to qualifications • Ability to drive and access to a vehicle