

Job Profile Information: Additional Learning Support Assistant (ALS Assistant)

This supplementary information for *Learning Support Assistant* is for guidance for Job Level 2 Zone 1

Camden Way Category 2

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

Our Adult Community Learning Service is currently recruiting fixed term termly time only Additional Learning Support assistants to work as part of the team to provide one to one support within classroom and work-based environments, aiding learners in accessing learning activities through effective support, enabling them to achieve their full potential.

This position may involve evening or Saturday working in line with service needs.

Example outcomes or objectives that this role will deliver:

- To be responsible for providing on-course support to students with learning difficulties and/or disabilities both in classroom and throughout the Service
- To enable students to access the full range of facilities the Service has to offer and to assist tutors in required aspects of lesson preparation
- To keep accurate records of support provided to learners supported in classroom
- To support the Initial Assessment process
- To attend mandatory training as required
- To complete required Council mandatory training

People Management Responsibilities:

N/A

Relationships;

- ACL Programme manager – Community Development
- ACL Programme Managers – ESOL and Employability , Digital Inclusion, Family Learning
- In-house ALS assistant team: sharing resources, good practice
- Community Centre managers: accommodation, equipment, resources
- ACL administrator: weekly/monthly timesheets

Work Environment:

Classrooms within Primary Schools, Children’s Centres, Community Learning Centres and Libraries.

Technical Knowledge and Experience:

- Essential: Minimum Level 2 Literacy qualification
- Essential: Experience of working with learners from diverse backgrounds reflecting the population of Camden and the ability to promote equality and celebrate diversity
- Essential: Experience of working with vulnerable groups, including those experiencing mental and physical health issues, those at risk of homelessness, those with learning disabilities
- Experience of working in a supportive role, with individuals or groups of people in education
- Essential: Experience of supporting adult learners with a range of differing experiences, levels of English language, backgrounds and skills
- Essential: Experience of working to the expectations of the Common Inspection Framework
- Essential: Awareness of safeguarding, Prevent, Health & Safety policies and effective practices
- Essential: Ability to use technology to enhance learning
- Essential: Excellent administrative, communication and personal organisation skills

- Essential: The ability to 'think on your feet' and use initiative to deal with the challenges of working out in the community
- Essential: Excellent interpersonal and team working skills
- Desirable: Ability to speak a community language is an advantage

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)

Service structure 2019 - 2020

