

Job Description & Person Specification

Last updated: 18/5/21	Job Evaluation: <date>	JE Reference: <reference>
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JOB DESCRIPTION

Post title:	Learning Support Assistant		
Generic post title and code:	Learning Support Assistant		
Standard Occupation Code: (UKVI SOC CODE)			
School/Department:	Student Disability and Inclusion		
Faculty/Directorate:	Student and Education Services		
Job Family:	MSA	Level:	2b
Career Pathway (*ERE):	MSA		
Post title of Line Manager:	Disabled Student Inclusion Team leader		
Post title(s) responsible for:	<i>none</i>		
Post base:	Non Office-based		

Job purpose
<p>To provide Learning Support to science students with disabilities as requested by the Student Disability and Inclusive Support Coordinator team.</p> <p>Duties will vary according to individual student needs, but may include:</p> <ul style="list-style-type: none"> Accompanying students and note-taking for students in taught classes and other practical sessions Assistance for students' private study. Assisting students with library research activities such as searching library catalogues or databases or electronic sources, locating, returning, retrieving and carrying materials, photocopying. Providing practical assistance to students in campus settings, placements or field trips. Reading aloud academic materials (e.g. journal articles, books, exam papers or class handouts). Recording academic material in digital formats. Transcribing information such as handwritten notes and/or audio recordings using standard word processing software. Writing or typing students' answers to questions during exams and/or time constrained assessments. <p>Work will be performed on campus and via online delivery.</p>

Key accountabilities/primary responsibilities	% Time
<p>1. To deliver to students the learning support as requested by the Student Disability and Inclusive Support Coordinator team, in accordance with the tasks and skills previously identified through selection and training. This will include but not be limited to:</p> <ul style="list-style-type: none"> Notetaking, which includes analysing and interpreting complex information in order to compile detailed notes. Study Assistance, which includes providing individualised support to students with administrative activities; assistance and guidance with time 	90 %

Key accountabilities/primary responsibilities		% Time
	<p>management; and aiding the research, drafting and preparation of assignments.</p> <p>To apply a good working knowledge of the Learning Support guidelines, tailoring the support provided for the conduct of specific tasks eg note taking, library support, answering queries from students and resolving a range of case specific problems.</p> <p>To be familiar with the administrative procedures of the Learning Support Service.</p> <p>To participate in training, performance and service review activities as requested.</p> <p>To become familiar with the geography, services and academic timetabling relating to the work assigned.</p> <p>To become acquainted with the subject specific language to undertake the role effectively.</p> <p>To carry out the role in a professional manner including to observe appropriate professional boundaries.</p> <p>To carry out the role with appropriate regard for health and safety.</p> <p>To demonstrate a commitment to University Equal Opportunities policy and an understanding of how it operates within the responsibilities of the post.</p> <p>To perform duties at the site(s) or online as assigned.</p>	
2.	To refer students as necessary to additional areas of support	2.5 %
3.	To liaise with the Coordinator team to agree day to day working arrangements	2.5 %
4.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
<p>Other services within Student and Education Services, to understand and feel part of the University's support for disabled students, and at times regarding the support of individual students, as the need arises.</p> <p>University Library staff, if and when providing library support.</p> <p>Student's Tutors, when appropriate, to identify themselves and their role.</p>

Special Requirements of the Role
<p>Wish to work on an 'as and when' casual basis.</p> <p>Subject to Enhanced Disclosure and Barring (DBS) check.</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications, knowledge and experience	<p>Understanding of the academic activities required of students in Higher Education.</p> <p>Minimum of 2 years' experience of study at Higher Education level.</p> <p>Previous experience which demonstrates a relevant understanding for this area of work.</p> <p>Minimum A level English or equivalent level of written and verbal English communication skills.</p> <p>Willingness to undertake and pass the Notetaking Skills course, provided by Enabling Services (if no formal notetaking qualification already held).</p> <p>Experience of analysing taught material and providing summary information in a clear and concise format required when note taking.</p> <p>Understanding of data protection issues and professional behaviour and boundaries appropriate to this role.</p>	<p>Degree or equivalent level of qualification or experience.</p> <p>Library work and research experience.</p> <p>Experience of working with disabled adults.</p> <p>Hold an appropriate Notetaking qualification.</p> <p>Demonstrate commitment to maintaining professional knowledge and awareness through continuing personal and professional development</p> <p>An interest in and subject knowledge of scientific academic areas which have requirements beyond good English eg science, mathematics and engineering.</p>
Expected Behaviours	<p>Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role.</p> <p>Demonstrate the Southampton Behaviours and work with colleagues to embed them as a way of working within the team.</p>	
Management and teamwork	<p>Ability to work harmoniously within the team and contribute to supporting colleagues.</p> <p>Attend team meetings and staff training.</p>	
Planning and organising	<p>Ability to effectively organise and prioritise own work.</p> <p>Ability to follow procedures to undertake administrative duties required in the role to a high standard.</p> <p>Excellent time management and punctuality, ability to work to deadlines.</p> <p>Ability to work flexibly within the remit of the role.</p>	

Problem solving and initiative	<p>Ability to work independently to solve a range of problems when supporting students.</p> <p>Ability to work well with minimum supervision.</p>	
Communicating and influencing	<p>Excellent verbal and written communication skills.</p> <p>Good interpersonal skills.</p> <p>Clear handwriting, excellent standard of written English and accurate spelling.</p> <p>Experience of providing relevant advice to people needing a supportive environment.</p>	
Special requirements (of the postholder)	<p>Awareness of potential barriers faced by disabled people in accessing and successfully participating in Higher Education.</p> <p>Ability to work in a facilitative manner to overcome such barriers within the remit of the post.</p> <p>Ability to demonstrate appropriate sensitivity and respect boundaries of confidentiality.</p> <p>Willing to undergo enhanced Disclosure and Barring Service check and ability to achieve clear screening.</p>	<p>Ability to travel independently to Winchester School of Art campus.</p>

Version Control

Job description author	Adam Taussik		
Evaluated by	Job Evaluation Panel	Date evaluated:	
Career Pathway:		Unique Reference Number:	
Amended:	Yes/No	Date amended:	
Amendment author:	Name - Job Title		
Re-evaluated:	Yes/No	Date re-evaluated:	

JOB HAZARD ANALYSIS

Is this an office-based post, with routine hazards?

<input type="checkbox"/> Yes	This is an office-based post with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete/remove the section below.
<input type="checkbox"/> Partly	This is an office-based post with some non-routine hazards (eg: contact with the public and/or shift work). Please complete the analysis below.
<input checked="" type="checkbox"/> No	This is a non office-based post and has some hazards. Please complete the analysis below.

HIRING MANAGER

Please complete this section as accurately as possible to ensure the safety of the post-holder.

ENVIRONMENTAL EXPOSURES	Occasional y (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work	y		
Extremes of temperature (eg: fridge/ furnace)	n		
## Potential for exposure to body fluids	n		
## Noise (greater than 80 dba - 8 hrs twa)	n		
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:	n		
Frequent hand washing	n		
Ionising radiation	n		
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling	n		
## Driving university vehicles(eg: car/van/LGV/PCV)	n		
## Use of latex gloves (prohibited unless specific clinical necessity)	n		
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)	n		
PHYSICAL ABILITIES			
Load manual handling	n		
Repetitive crouching/kneeling/stooping	n		
Repetitive pulling/pushing	n		
Repetitive lifting	n		
Standing for prolonged periods	n		
Repetitive climbing (ie: steps, stools, ladders, stairs)	n		
Fine motor grips (eg: pipetting) May include some lab work for some LSAs	*		
Gross motor grips May include some lab work for some LSAs	*		
Repetitive reaching below shoulder height	n		
Repetitive reaching at shoulder height	n		
Repetitive reaching above shoulder height	n		
PSYCHOSOCIAL ISSUES			
Face to face contact with public	y		

Lone working	y		
## Shift work/night work/on call duties (occasional work outside 9-6, Mon-Fri, but not night shifts. Some LSAs may have often, others never.)	y		

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.