

Role Profile

Part A - Grade & Structure Information

Job Family Code	4PE	Role Title	Supported Learning Assistant (SLA)
Grade	PS4	Reports to (role title)	Curriculum Manager, Supported Learning
		Directorate	Legal, Democratic and Cultural Service
JE Band	135-160	Service	Cultural Services
		Team	Community Learning and Skills
		Date Role Profile was created	Nov-16

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To assist the Tutor to maintain and develop an environment that enables effective learning to take place.</p> <p>The Supported Learning Assistant (SLA) works under the direction of the course Tutor to support individual Learners or groups of Learners in the Supported Learning programme or Learners with additional needs in universal programme courses.</p> <p>The role holder will assist with and contribute to the delivery of class activities, and will under the direction and supervision of the Tutor monitor and record Learner progress, in order to enable future planning to meet individual Learners' needs.</p> <p>They will assist the Tutor with the planning, evaluation and assessment of teaching programmes, as well as the preparation of the teaching environment and equipment.</p> <p>The role holder will also provide the Supported Learning Curriculum Team with information relating to all the aspects of the Learners' behaviour, education and welfare.</p>
Work Context	<p>The Community Learning and Skills (CLS) team delivers some 2,500 courses comprising both a published course programme and a set of bespoke courses that are designed to meet the needs of individual groups of adults in the community.</p> <p>The Supported Learning Curriculum Team manage a programme of discrete courses for adults with learning disabilities and additional needs.</p> <p>Each Supported Learning Assistant (SLA) has to demonstrate a commitment to continuous professional development, as the Community Learning and Skills (CLS) is subject to external inspection by Office for Standards in Education, Children's Services and Skills (Ofsted), which has vigorous standards in assessing the quality of teaching delivery. Failure to achieve and maintain those standards will result in the removal of the Government subsidy that allows adult learning to be provided.</p>
Line management responsibility if applicable	N/a

Budget responsibility if applicable	N/a
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Service Development</p> <ul style="list-style-type: none"> • Provide an efficient service to members of the public to contribute to the delivery of the service. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver allocated activities within agreed processes and frameworks. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May support the delivery of chargeable services. <p>Work with others</p> <ul style="list-style-type: none"> • Provide advice and guidance to members of the public on relevant services which may include public reception or security. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • May be required to maintain accurate records or systems in accordance with service procedures. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Able to demonstrate basic numeracy and literacy, e.g. through GCSE qualification in English and Maths. • Accuracy and ability to follow instructions. • Able to manage own time effectively and to work effectively and flexibly as part of a team. • Experience of maintaining written records and systems. • Experience of working in a team. • Good interpersonal skills and able to provide a high standard of customer care. • Able to communicate effectively and politely with members of the public. • Good IT skills.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> ● Knowledge of working with adults with learning disabilities and additional needs, and ability to adapt to their requirements and to different working environments. ● Ability to use own initiative to contribute to class activities appropriately. ● Ability to provide additional support and assistance to Learners and to maintain confidentiality in and outside the workplace. ● Ability to remain calm and confident in difficult situations. ● Ability to work as part of a team contributing to class activities with a flexible and cooperative working style. ● Willingness to complete mandatory Safeguarding and Equality & Diversity training. ● Commitment to continuous professional development. ● Ability and willingness to travel between different venues across Surrey. ● Willingness to undertake a DBS Disclosure.

Role Summary	<p>Roles at this level provide practical services to members of the public under the direction and guidance of more senior colleagues. They will be expected to be able to plan and organise their own workload, on an hour-to-hour and day-to-day basis within clear procedures. Role holders need to have the ability to acquire a basic knowledge of systems, procedures and good practice. They work within clear procedures and best practice guidelines. Entry to this level may be through some relevant work experience and general education.</p>
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