

Job Description: Sessional Digital Skills Learning Support Assistant

Organization: Groundwork Yorkshire

Location: Groundwork Learning Centre, Morley

Hourly Rate: Real Living Wage (£13.45 per hour)

Hours: 6 hours per week, Term-Time Only (30 weeks per year)

Working Pattern: Currently Monday and Tuesday mornings

Contract Type: Sessional (with potential for increased hours dependent on future funding)

About Groundwork Yorkshire & The Learning Centre

Groundwork Yorkshire is a community charity dedicated to changing places and changing lives. At the **Groundwork Learning Centre** in Morley, we empower local people by providing accessible adult community courses, digital workshops, and employability support. We create a welcoming, inclusive environment where individuals can build confidence, learn new skills, and unlock their potential.

Role Purpose

We are seeking a patient, enthusiastic, and digitally savvy **Sessional Learning Support Assistant** to join our team. In this role, you will work closely with our Digital Skills Tutor to support adult learners as they navigate technology—ranging from basic computer literacy and internet safety to job searching and using online tools.

You will be the vital link that ensures no learner gets left behind, providing hands-on, 1-to-1 reassurance to individuals who may have low digital confidence or face barriers to learning.

Key Responsibilities

Learner Support & Guidance

- Assist the Tutor during live sessions to ensure the smooth delivery of digital skills training.
- Provide tailored, patient 1-to-1 support to learners who need extra help understanding tasks or navigating devices (tablets, laptops, smartphones).
- Help foster a welcoming, encouraging, and non-judgmental classroom environment.
- Encourage learners to build independence and confidence in their digital abilities.

Administrative & Classroom Support

- Help the Tutor with classroom setup and ensuring digital equipment is ready for use.
- Assist with essential course administration, such as tracking attendance, collecting learner paperwork, and helping learners' complete enrolment or feedback forms.
- Support the maintenance of basic learner progress records in line with funding requirements.

Person Specification

Experience & Skills

- **Confident Digital Skills:** Proficient in using everyday technology (MS Office/Google Docs, email, internet browsing, navigating smartphones/laptops) and a willingness to learn new software if required.
- **People Skills:** Excellent communication and interpersonal skills, with the ability to explain technical concepts in simple, jargon-free language.
- **Patience & Empathy:** Experience working with or supporting individuals who may face barriers to learning, have low confidence, or speak English as a second language.
- **Reliability:** Punctual, organized, and committed to the set working hours (Monday and Tuesday mornings).

Desirable (But Not Essential)

- Previous experience in an education, training, community work, or learning support environment.
- Knowledge of safeguarding, equality, and diversity practices.
- An understanding of the local community in Leeds.

Why Join Us?

- **Make a Real Difference:** See the immediate, positive impact of your work as local residents gain life-changing digital independence.
- **Supportive Environment:** Work within a passionate, friendly team that values collaboration.
- **Growth Potential:** Opportunity for increased hours and further involvement in Groundwork initiatives as funding expands.