



About the Role – Employment Details

Post Number	A202
Job Title	SEND Learning Support Assistant (SLD Specialist)
Salary	£16,767.60 - £17,565.34 pro-rated £28,935.35 - £30,311.86 Full
Contract Type	Permanent Term Time Only – 26hrs per week, 36 weeks per year
Campus	Harbour House, Gloucester
Department	Harbour House
Reporting To	SEND Teaching & Learning Support Coordinator
Holiday	A paid annual leave entitlement of 7 weeks (pro rata) is incorporated into your salary
Pension	Peoples' Pension – 4% or 5% matched

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is seeking a dedicated and compassionate Learning Support Assistant to join Harbour House, our specialist provision based at Gloucestershire College. This rewarding role involves supporting learners with a range of additional learning needs and disabilities, including autism, cognitive developmental delay, medical needs, physical impairments, and severe learning difficulties.

Working on a one-to-one basis or with small groups, you will help learners access their curriculum, achieve their Education, Health and Care Plan (EHCP) outcomes, and develop the confidence, independence, and life skills needed to reach their individual aspirations. You will work closely with teaching staff and other professionals to provide personalised support strategies that promote inclusion, engagement, autonomy, and positive learning experiences.

This is an excellent opportunity for someone who is patient, organised, empathetic, and passionate about supporting young people with additional needs to achieve their full potential within a supportive and inclusive educational environment. Through building positive relationships and delivering tailored support, you will play a key role in helping learners succeed both academically and personally.





About the Role – Duties and Responsibilities

- To support learners under the direction of the Tutor, Curriculum lead and or Line manager
- Use transition, application, and pre-enrolment information to provide personalised support to learners
- Ensure you apply effective support strategies that will enable the learner to meet/work towards their EHCP targets when in college or in the community
- Duties will include carrying out specific tasks relating to intimate personal care (including the use of hoists), administering medication/medical support, supporting feeding or minibus driving (training will be provided)
- Carry out specific support tasks in a range of settings including offsite volunteering or work placements, and within community settings such as day services
- Actively encourage learners to self-advocate and increase independence skills
- Contribute to the planning and sharing of information with parents/carers, external agencies as required.
- To participate in discussions, team meetings and reviews relating to the learners that you are supporting.
- Effective use of ProMonitor and other internal systems to ensure consistent communication relating to learners and their support.
- Ensure that information and recording of information relating to learners is timely, accurate and using agreed systems.
- Adhere to and have regard to the LSA standard and expectations.
- Attend and update any training in response to national changes in policy, guidelines, regulations, and legislation relating to SEND (Children and Families Act 2014 and the SEND Code of Practice)
- Actively contribute and support the departmental Quality Improvement Plan (QIP), Self-Assessment Report (SAR) and key performance indicators (KPIs).
- Attend College development opportunities and engage in professional development.



About You

Our Shortlisting Criteria

Essential	– Previous experience of working with SEND students (preferably in a special school or specialist post 16 centre) – Minimum of Maths and English GCSE grade C / Level 2 or willingness to complete.
Desirable	– Experience of using assistive technology to support individuals with communicating, accessibility, and independence. – Supporting Teaching and Learning Level 2, NVQ or equivalent. – Moving, Handling and Lifting – Medication Handling – British Sign Language or Makaton – Awareness of Total Communication – Food Hygiene – Safeguarding training

The Perfect Person for us will demonstrate

Abilities	– A flexible approach to working – Innovative and solution focused – Adaptable approach to teaching, learning and support – Empathic and responsive to learning needs – Able to motivate, engage and enthuse learners in innovative ways – Responsive to staff and student needs – Good ICT skills and flexibility to work with bespoke College systems. – Excellent written and oral communication – Resourceful and creative
Job Circumstances	– Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check with child barred list check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.



About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment and our safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.

