

## **JOB DESCRIPTION**

<b>Post</b>	Learning Support Assistant – 1 year fixed term
<b>Hours</b>	35 hours per week term time only
<b>Grade</b>	Spine Point 8
<b>Salary</b>	£26,343 per annum, Actual Pro-rata Salary £21,756.25 per annum
<b>Start Date</b>	1 <sup>st</sup> September 2026 to 31 <sup>st</sup> August 2027 Subject to continued funding and relevant students' continued attendance at the college
<b>Responsible to</b>	SENCO and Director of Learning Support
<b>Closing date:</b>	Monday 22 <sup>nd</sup> June 2026, midday

We require a caring, enthusiastic and skilled person to join our Learning Support team to work with and provide support to 16–19-year-olds who are undertaking an A Level (or equivalent) programme of study. You will aid us in delivering one to one support in the classroom to provide a meaningful and relevant curriculum that meets the needs of our higher-level needs students. Work may be carried out in the classroom or outside the main teaching area and may include physical and domestic help where appropriate.

### **Purpose of the post**

Working in partnership with the teachers and College community in line with College policies, codes of practice and national curriculum guidelines to provide support for students with different special educational needs. The post holder will be a member of a small learning support team and undertake general learning support duties when not required by an individual learner.

### **Duties and responsibilities**

1. Provide specialist learning support relevant to the needs of the student (for instance in the area of ADHD, Autism, Dyslexia etc.)
2. Support students to understand instruction.
3. Encourage students to interact with others and engage in activities led by the teacher.
4. Encourage students to act independently to promote self-esteem and independence.
5. Undertake structured and agreed learning activities, adjusting activities according to student responses.
6. Assist with the development and implementation of individual support plans as required to achieve independent learning and emotional wellbeing for identified students.
7. Note taking, accessing resources and if necessary, helping to break tasks down into simple steps, implementing planned learning activities as agreed with the class teacher.
8. To support learning by selecting appropriate resource methods to facilitate agreed learning objectives.
9. To maintain student records as and when required.

10. Provide 'hover' support as appropriate, either within a class or possibly in a social setting
11. To undertake aspects of students' personal care if appropriate. This may involve assisting with toileting and using hoists for which training will be given.
12. To undertake regular appropriate training, including personal care and use of a hoist training, at times specified by the College.
13. In the absence of the learner(s), to undertake other work within the Learning Support department as directed by the Director of Learning Support.
14. To undertake any such other duties as may reasonably be requested by management, commensurate with the post.

### **Special conditions/Points to note**

- The above are the main areas of responsibility and are not intended to be a comprehensive list of all administrative duties which are seen as part of the post
- The purpose of the job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed
- All duties must be carried out in accordance with relevant Health and Safety legislation and good practice
- The college is committed to safeguarding and promoting the welfare of Children and young people and expects all staff to share this commitment. Offers are subject to pre-employment checks including an enhanced DBS check

### **PERSON SPECIFICATION**

#### **Essential**

1. Educated to at least GCSE level including Maths and English qualifications
2. A willingness to support students with care needs
3. Ability to work constructively as part of a multi-disciplinary team
4. Flexibility in your working practice

#### **Desirable**

1. Educated to A Level standard or above
2. Practical experience of working with students/young adults with disabilities or learning needs
3. A relevant qualification e.g. NNEB, BTEC National Diploma in Childcare, NVQ Level 3 Supporting Teaching & Learning in Schools or equivalent