

Job Purpose: To deliver one to one support in the classroom and facilitate group workshops to support students with SEND, SEMH and higher level needs to succeed and achieve their individual progression aims.

This post is subject to the attendance of the funded students at College and the continuance of external funding.

Responsible to: Head of Department Additional Learning Support, mentored by Specialist Teacher & Additional Learning Support Co-ordinator

Annual Salary: Spine Point NJC 8 on the Support Staff salary spine, pro-rata

Hours of Work: 37 hours per week, Term Time only

Holidays: College Holidays

Pension: Staff are enrolled in the Local Government Pension Scheme

Key Responsibilities:

- Provide specialist learning support relevant to the needs of the student (for instance in the area of ASD, Dyslexia etc.) working closely with the student's Specialist Teacher to help students achieve learning outcomes, targets and progression aims.
- Support students to understand instruction
- Encourage students to interact with others and engage in activities led by the teacher , to ensure that the student is able to take part fully in the lesson
- Encourage students to act independently to promote self-esteem and independence
- Undertake structured and agreed learning activities, adjusting activities according to student responses
- Note taking, accessing resources and if necessary, helping to break tasks down into simple steps, implementing planned learning activities as agreed with the class or Specialist Teacher
- To offer small group sessions for study skills such as revision, organisation and essay writing skills.
- To support learning by selecting appropriate resource methods to facilitate agreed learning objectives
- To develop and facilitate enrichment activities in the academic support area to promote student engagement.
- To use college systems as appropriate to record student progress and communicate with teaching and pastoral staff
- Provide 'hover' support as appropriate, either within a class or possibly in a social setting
- To assist students with personal care if appropriate.
- To undertake regular appropriate training
- In the absence of the student(s), to undertake other work within the Learning Support department as directed by the Head of Additional Learning Support.

- To undertake the invigilation of exams and/or assist with exams administration during the busy exam period, as required
- To act as a scribe and/or reader for students for internal and external examinations and assessments.
- To contribute to the college admissions and enrolment process as required, including supporting college open days and admissions events and supporting students to transition to Long Road.

General:

- To be responsible for Health and Safety within areas of own responsibility
- To contribute to the College responsibility for safeguarding and promoting the welfare of young people
- To observe the College's commitment to equal opportunities
- To take part in the College Performance Review and Development Scheme (PRD)
- To undertake any other duties which are reasonably comparable to a post of this grade

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION/ TRAINING	• A Levels or equivalent • Willingness to undertake appropriate training	• Practical experience of working with students/young adults with disabilities or learning needs • A relevant qualification e.g., NNEB, BTEC National Diploma in Childcare, NVQ Level 3 Supporting Teaching & Learning in Schools or equivalent
RELEVANT EXPERIENCE	• Experience of supporting young people in an education setting • Experience of working independently and as part of a team • Experience of organising learning materials and resources	• Experience of tutoring or leading study skills, for example at university • Experience of running SEND Interventions at primary or secondary school
SKILLS/ APTITUDES	• Good general IT skills, and at using Microsoft Office software • Good organisational skills with the ability to prioritise workload • Excellent interpersonal skills and the ability to communicate effectively at all levels • Ability to work independently, proactively and complete tasks with the minimum of supervision • Ability to work calmly under pressure, often to tight deadlines	• Ability to use other IT packages • Experience of Virtual reality headsets in education • Experience of use of assistive technology • Experience of working with neurodiverse students • Experience of using AI in education
OTHER REQUIREMENTS	• Ability to maintain student confidentiality • Excellent reliability and punctuality • Having a proactive/can-do, problem-solving mindset • Flexible approach to working hours • A commitment to deliver excellent standards of support for young people • Willingness to undergo an enhanced DBS check • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people	

Last reviewed	May 2025
Reviewed by	Anna-Lisa Ghale