JOB DESCRIPTION

JOB TITLE: Learning Support Assistant

REPORTS TO: SENCO

SALARY: £25,951 FTE per annum. Actual £20,245pa

WORK PATTERN: 33.75 Hours Mon – Fri Term Time Only

CONTRACT: Fixed term to 15th July 2027
Permanent x2

LOCATION: John Leggott College – Scunthorpe

PURPOSE & KEY RESPONSIBILITIES

- Provide classroom support and assist students on a 1:1 basis within lessons
- Provide personal care
- Liaise with the relevant tutors to identify the needs of students and type of support required and to assist in the implementation of such with due regard to data protection and confidentiality
- Produce adapted materials to meet the needs of supported students in conjunction with teaching staff to assist student learning
- Liaise with relevant tutors to ensure that students can access the material they need, such as copies of PowerPoints, textbooks, notes etc
- Promote Learning Support across John Leggott College, raising awareness of inclusive approaches and ensuring staff and students understand the support available
- Support students on any external visits organised by subject areas
- Assist tutor/SENCO in implementing independence training programmes for students who have a EHCP
- Assist students with their mobility difficulties as required, including the use of hoists/other moving techniques
- Make home visits or liaise with the nominated contact at home when necessary
- Assist students in organising their work schedule and study materials

- Set up and maintain study groups for supported mainstream students to enable them to practise social competence in addition to completing set work
- Provide extended 1-1 to supported students outside of lessons using appropriate bespoke learning support strategies
- Provide “drop in” support sessions for SEND students who do not access regular support from the team
- Under the direction of the SENCO, oversee an allocated caseload of SEN students, monitoring their progress against EHCP/support outcomes and supporting their review processes, including regular liaison with parents and other relevant professionals as necessary
- Attend meetings regarding student support issues including where appropriate those with outside agencies
- Be willing to undertake additional training including outside of normal contracted hours in order to develop SEN specialist area knowledge and expertise
- Maintain up to date awareness of relevant issues within SEN provision as directed by the SENCO
- Meet regularly with the SENCO to monitor support provision
- Contribute, in conjunction with the team, to the regular reviewing of SEN provision in college, including participation in quality assurance activities
- Support the exams team to ensure that students with Exam Access Arrangements are suitably supported in their exams and internal assessments
- Complete records regarding the support provided to individual students.
- Liaise with the Safeguarding Officer as necessary with regard to the wellbeing of students
- Work additional hours in the evening as and when required
- Perform such duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The following aspects of the Role Description will apply in respect to the changing needs of learners with each new intake

- Offer support where occasionally it may be appropriate to provide to new students a transition programme during the summer holiday break on a voluntary basis
- Assist with the collation of information for students with support needs including participation in the interview and enrolment processes, supporting students on

transition visits and liaising with students and parents before and during their time at college

- Undertake taxi and /or bus duties to ensure the safety of students
- Provide lunchtime supervision where necessary to ensure the safety of students
- Undergo appropriate training and provide basic medical/personal care assistance to students as needed

IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- To support effective safeguarding of all young people throughout the College.
- To attend as necessary, meetings of all College Staff.
- To adhere to college policies and procedures e.g., Equality and Diversity, Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature ..... Date.....

Line Manager..... Date.....

Person Specification

AF = Application Form Q = Qualification I = Interview Process

Qualifications	Desirable /Essential	Assessment Method
Professional qualification in Learning Support	D	AF Q
Good standard of Level 2 education – 5 A-C 4- 9GCSE's including Maths and English	E	AF Q
A Level or equivalent	D	AF Q
Skills & Abilities	**Desirable /Essential**	**Assessment Method**
Commitment to teamwork and flexibility	E	AF I
Outstanding written and verbal communication with post 16 students and staff	E	AF I
Committed to undertaking the support role of a non-teaching assistant	E	AF I
Familiar with the necessity for recording support given and able to keep accurate reports	E	AF I
Reliable & accurate	E	AF I
Belief in the value of post 16 education including having high expectations of students	E	AF I
Experience & Knowledge	**Desirable /Essential**	**Assessment Method**
Experience and empathy in supporting students	E	AF I

Good IT skills	E	AF I
Excellent literacy and numeracy skills	E	AF I
Experience of working in education	E	AF I
Experience of working independently when need arises	E	AF I
Experience of target setting	D	AF I
Relevant or similar experience of learning support role in post 16 educational setting	E	AF I
Up to date knowledge of SEN issues	D	AF I
Experience in working with A level / Level 3 students	D	AF I
Experience of supporting students with personal care	E	AF I
Particular Requirements	**Desirable /Essential**	**Assessment Method**
Professional integrity and able to maintain confidentiality of student data	E	AF I
Commitment to continuous Professional development	E	AF I
Ability to work under pressure to meet deadlines	E	AF I
Awareness of Health & Safety issues including the Safeguarding of students	E	AF I

Able to demonstrate knowledge and understanding when advising students on practical solutions to study problems	E	AF I
Willing to work as directed by the SENCO to the benefit of students	E	AF I