

Job Title: Learning Support Assistant

Responsible to: Deputy Head of Study Support

Responsible for some or all of the following, depending on needs at specific times:

1. Acting as a note-taker for a student in class, usually on laptops. This may be discreet notes (at a distance) or working alongside the student.
2. Working closely with class teachers, medical caseworkers and/or specialist SpLD teachers to facilitate students' learning.
3. Checking that any aids (including medical) are functioning properly and contacting the appropriate person within the Study Support department if they are faulty.
4. Providing help for students in navigating the College site including practical tasks such as carrying bags/equipment and pushing wheelchairs (with appropriate training).
5. Providing personal care and/or physiotherapy to students as required (with appropriate training) and in accordance with an existing plan.
6. Providing student support on a one-to-one basis in accordance with their Individual Support Plan.
7. Carry out daily administrative tasks including emails, updating student records and preparation of existing resources.
8. Undertaking examination duties including reading, scribing (written and typed) and invigilation (with appropriate training).
9. Providing support for a range of student visits and trips that (on occasion) may be outside of College hours.
10. Acting as keyworker for named students and coordinating reviews for these students in collaboration with the EHCP Coordinator.
11. Working on a daily basis to support students with complex needs and being responsive as their needs change.
12. Attending training as required e.g. manual handling, safeguarding, exam regulations etc.
13. Participating in the College's professional development process and undertaking personal learning and development as required for the role.
14. Prioritising the safeguarding and health and safety of all students, complying with all relevant policies/procedures and participating in appropriate training.
15. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
16. Undertaking such other duties as may reasonably be required by the line manager, head of department or Principal.

Daniel Spiers
Head of Study Support

June 2025

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Essential Requirements

1. Experience of working with vulnerable groups e.g. children and young people.
2. Experience of performing administrative tasks e.g. email, maintaining records, scheduling appointments.
3. Educated to A-level (or equivalent) with GCSEs grade C or above in English and Maths.
4. Ability to manage the emotional demands of working with students who have complex needs.
5. Physical ability to undertake moving and handling requirements of the role with appropriate training and equipment e.g. pushing wheelchairs, moving and handling of people, bending and kneeling.
6. Strong IT skills including word processing, making notes and typing.
7. Ability to work as part of a team and also periods unsupervised whilst supporting students at a distance e.g. discreet note taking in class.
8. Willingness to provide support for trips outside of normal hours with the potential for overseas travel.
9. Flexibility to cope with changing priorities and alternating between different tasks.
10. Display a commitment to the protection and safeguarding of children and vulnerable adults.
11. Display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

Desirable Requirements

1. Experience of working with students who have learning differences and/or disabilities.
2. Experience of working with neurodivergent students and/or those with mental health issues.
3. Experience of working in post-16 education.
4. Experience of using Google software e.g. Google Docs, Sheets and/or Classroom.
5. Experience of exam invigilation and/or administering access arrangements.

June 2025