



Learning Support Assistant

Job Description

Faculty / Department:	Foundation Studies and Additional Learning Support		
Campus:	Cauldon and Burslem		
Responsible to:	Head of Inclusion		
Responsible for:	N/A		
Grade:	Salary: £26, 180 per annum, pro rata (Grade 2B, SCP 10)		Hours: Part-time, 37 hours per week, Term-Time Only (36 weeks), Permanent, (0.82 FTE)

Role Summary:

To provide appropriate support for learners with a disability and/or learning difficulty or additional learning support needs. To remove barriers to learning, promote independence and provide in-class, group study skills sessions as well as 1-1 support for targeted learners with additional support needs. In addition to this, to implement effective support plans detailing support requirements of learners whilst maintaining records which support learners to work towards targets whilst monitoring and reviewing progress. To ensure all learner records are stored centrally and are available for audit and contribute to the Education Health and Care Plan Reviews. You may be requested to support learners on their work experience placements.

Main Duties and Responsibilities:

Work Processes and results

- Work collaboratively with teaching staff, implementing effective strategies (and where a learner has an Education, Health and Care Plan, inline with their plan ensuring provision and strategies are in plac) in order to support learners to ensure high levels of retention, achievement and progression.
- Work proactively with learners to remove barriers to learning and to promote and develop independence, regularly reviewing the impact of support and strategies.
- Provide in-class, small group study skills or 1:1 learning support for groups and targeted learners with additional support needs under the direction of lecturing staff, to develop literacy, numeracy and employability/work-ready skills.
- Support learners to secure work experience placements, liaise with employers and support learners in the work place.

- Monitor and support attendance, retention and achievement levels of learners with support needs.
- Support learners to achieve their potential.
- Support learners to develop literacy, numeracy and work-ready skills to enable the learner to successfully access and complete their programmes and to support progression to further training and/or employment.
- Attend and contribute to the Annual Reviews of Learners with an Educational, Health and Care Plan and/or learners with High-Cost additional learning support.

Teamwork

- To work flexibly as a member of a team of support staff, including attendance at team meetings and other College meetings, as well as supporting open events.

Communication / Documentation

- Communicate effectively across a wide range of audiences.
- Maintain accurate learning support records and support learners to set, monitor and achieve their individual targets and where a learner has an Education, Health and Care Plan, monitor progression towards outcomes and detailed in the plan.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Engage proactively in the performance review process, contributing to the setting of the role specific objectives, supporting developmental planning and participating in regular review discussions to foster continuous improvement and alignment with college priorities.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Demonstrate a commitment to embed the FREDIE principles of Fairness, Respect, Equity, Diversity, Inclusion, and Engagement, contributing to building a truly inclusive culture where everyone feels valued, respected, and able to participate.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values - Inclusive, Collaborative, Courageous, Ambitious, Nurturing (ICcAN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate actively in making the College a welcoming and inclusive environment in which to learn and work, contributing to a college culture which is consistent with our values.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges.
- Maintain vigilance regarding safeguarding concerns and report them in full compliance with the College's safeguarding procedures.
- Model appropriate professional boundaries and positive behaviour.
- Participate in mandatory Safeguarding, Prevent, and Health and Safety training and maintain up-to-date compliance through refresher sessions.
- Read and understand Part 1 of KCSIE (or Annex A where applicable) and refresh understanding annually when the guidance is updated each September.
- Contribute to maintaining a safe and welcoming environment for all Learners.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.

*This Job Description and Person Specification is accurate as at **May 2026**. In consultation with the postholder, the College reserves the right to update, amend, or vary its content, to reflect changes to, or modernisation of, the role.*



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Cert	Certificate
DBS	DBS Certificate
Po	Portfolio

PERSON SPECIFICATION

Learning Support Assistant

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	- Minimum of 2 GCSE's (A* - C, 9 – 4) or L2 equivalent in Maths and English. - Possession of a Level 3 Certificate in Learning Support or a willingness to acquire this qualification.	A, I, Cert	First Aid at Work training within the last 2 years.	A
		A, I	Evac chair training within the last 2 years	A
			Other learning support related qualifications, e.g. autism awareness.	A
Experience	- Experience of supporting learners with social, emotional and mental health needs and the ability to apply appropriate strategies which meets their individual needs. - Experience of working in a learning support role within an educational setting, supporting learners with a range of learning support needs including those with Education, Health and Care Plans. - Experience of supporting learners with a range of support needs including learning, personal,	A, I	Attending and contributing to the annual review of learners with Education, Health and Care Plans.	A, I
		A, I		
		A, I		

	social and emotional and evidence that you are able to apply effective strategies and approaches to support learners to develop their independence.			
Special Knowledge/ Skills/ Abilities	• Able to work flexibly as part of a team with the ability to plan and prioritise. • Excellent communication and interpersonal skills. • Excellent administration and organisational skills. • Understanding of the health and safety and equal opportunities issues in learning support. • Knowledge and understanding of safeguarding policies, procedures and legal requirements to support and ensure the College's commitment to the safeguarding/prevent and welfare of children, young people and vulnerable adults.	I A, I I I I	• Good working knowledge of ProMonitor. • Can demonstrate how they have actively supported a learner with an EHC plan, monitored outcomes and milestones and supported a caseload of learners. • Evidence of multiagency working.	I I A, I
Disposition/ Attitude	• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties and through being able to work flexibly as part of a team. • Demonstrable positive approach to Equality, Diversity & Inclusion • Resilience and adaptable in response to challenges and change.	I A, I A, I		
Suitability to work with Children, Young People	• A commitment to Safeguarding and promoting the welfare of children, young people	I, DBS	• Training in Safeguarding, child protection or Prevent beyond	A, I, R

and Vulnerable Adults	and vulnerable adults. • Understand the importance of maintaining confidentiality and appropriate professional boundaries with children, young people and vulnerable adults • Awareness of Safeguarding policies and procedures in an educational setting. • Ability to recognise and report safeguarding concerns in line with College procedures.	I, R, DBS I, R I	mandatory induction • Familiarity with safeguarding legislation relevant to the education sector. • Awareness of Prevent duty	I I
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TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

Sick Pay

The Company has a scheme of enhanced sickness benefits.

Training and Development

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

Holidays

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

Notice Periods

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

Location of Work

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

Equality of Opportunity

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.