

Job Description

JOB TITLE:	Lead Learning Support Assistant
GRADE:	Support Staff Pay Scale – Scale H
REPORTS TO:	Head of Department / Programme Lead
CAMPUS:	Various
JOB PURPOSE:	To enable students with a range of additional learning and other support needs to access the curriculum as fully as possible, through a directed programme of learning support in order that they participate in all aspects of College life, achieving their learning goals and potential. Additionally, to supervise and support LSA's and the class tutor by taking responsibility for the Lead LSA specific duties as listed below.

Main Duties

1. Direct Student Support and Academic Facilitation
2. Instructional Leadership, Cover, and Collaborative Planning
3. Administration, Operations, and Institutional Compliance

1 Direct Student Support and Academic Facilitation

- 1.1 EHCP & Independence Execution: Understand, adhere to, and work towards the outcomes specified in individual Education, Health and Care Plans (EHCPs) to ensure learners can achieve their aspirations while moving toward adulthood and independence.
- 1.2 Targeted Academic Support: Provide educational and mentoring support for students in their chosen courses with Special Educational Needs (SEN) and EHCPs, specifically assisting learners to develop English, mathematics, and ICT skills.
- 1.3 Assignment & Exam Assistance: Assist learners with planning, structuring, and completing written and practical assignments; support them with

examination preparation; and provide direct assistance with reading, note-taking, and transcribing work.

- 1.4 Environment & Supervision: Work with students both inside and outside of the classroom environment, including the monitoring and supervision of individuals or small groups of students.
- 1.5 Campus Navigation & Specialist Appointments: Support students in physically accessing the campus, learning facilities, and attending internal appointments (e.g., Speech and Language Therapy - SALT).
- 1.6 Behaviour & Relationship Modelling: Promote the development of positive relationships and acceptable behaviour in accordance with college policy.
- 1.7 Learning Resources & ICT Delivery: Effectively deliver academic support using ICT (including distance learning provisions) and prepare or adapt learning materials, resources, and equipment when required.
- 1.8 Equipment Management: Assist with and manage specialist equipment used by individual students to assist learning, taking full responsibility for the equipment when working on a 1:1 basis.
- 1.9 Physical & Personal Care: Provide minimal physical/personal care and meet the physical demands of the post, such as providing physical support for students with mobility difficulties.

2 Instructional Leadership, Cover, and Collaborative Planning

- 2.1 LSA Supervision & Support: Supervise and support fellow Learning Support Assistants (LSAs) and the class tutor by taking ownership of Lead LSA specific duties.
- 2.2 LSA Strategy Leadership: Support LSAs by leading on the best strategies to deliver effective support within lessons and out in the community.
- 2.3 Lesson Delivery Assistance: Work under the direction of the lecturer to support the delivery of planned lessons, which may include supporting whole classes, individuals, or small groups of pupils.
- 2.4 Classroom Cover & Lesson Leading: Actively lead on specific lessons in the lecturer's absence and whenever required.
- 2.5 Activity Planning & Evaluation: Assist tutors and lecturers with the planning, delivery, and evaluation of class learning activities, explicitly identifying how students can be best supported.
- 2.6 Pastoral & Welfare Collaboration: Work closely with pastoral and welfare staff to actively support students in overcoming learning, physical, or emotional boundaries.

3 Administration, Operations, and Institutional Compliance

- 3.1 Classroom Administration: Support the lecturer with key daily administrative tasks, including registers, student profiles, and phone calls where appropriate.
- 3.2 Performance Reporting: Promote, observe, and report on student performance and development, utilizing assessment strategies to contribute to the successful completion of their course.
- 3.3 Student Record Keeping: Assist with precise written record-keeping associated with individual students.
- 3.4 Supervisory Alignment: Work under the direct guidance and supervision of the Student Support Coordinator, Head of Department, and tutors to assist with teaching, learning, and associated activities in accordance with college procedures.
- 3.5 Multi-Campus Operational Travel: Maintain flexibility to work at any College campus or connected location, recognizing that travel between the college's main campuses is a requisite part of this post.
- 3.6 Risk Management: Maintain awareness of and adhere to the objectives and procedures of the College's Risk Register and Risk Management Policy.
- 3.7 Institutional Policy Commitment: Maintain a strict professional commitment to the principles and procedures set out in the college's specific compliance frameworks:
 - The Continuing Development and Implementation of the Diversity & Equality Policy
 - The Health and Safety Policies and Procedures for staff, students, and visitors
 - The Safeguarding and Child Protection Policy
 - The Data Protection Policy

4 General Duties

- 4.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Maintain student morale and discipline within the college site.
- 4.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 4.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.

- 4.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION – Lead Learning Support Assistant

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Evidence of Level 2 qualifications in Literacy and Numeracy (e.g., GCSE Grade 4/C or above, Functional Skills Level 2, or equivalent international qualifications)	X		AF
Level 2 Qualification in ICT	X		AF
Relevant SEND qualifications		X	AF/IV
EXPERIENCE			
Experience of working within an Educational / Support Environment		X	IV
Experience of working with people with learning difficulties including but not limited to working with Autism Spectrum Disorder (ASD), ADHD, Dyslexia, Dyspraxia, PMLD, SLD and more		X	AF/IV
Good Organisational, Administrative and Planning Skills		X	IV
SKILLS, KNOWLEDGE AND ABILITIES			
A strong commitment to the academic and personal development of students with a range of additional needs.	X		AF/IV
A commitment and willingness to undertake training	X		IV
Good Communication Skills	X		IV
Ability to engage, motivate, and build a positive professional rapport with young adults.	X		IV
Capable of maintaining flexible and structured routines as required		X	IV
A commitment to making a positive contribution to team activities and developments	X		IV
Demonstrable problem-solving skills and the ability to use professional initiative within a classroom setting	X		IV
Ability to take professional accountability and demonstrate a proactive, forward-thinking approach to managing classroom and student needs	X		IV
A strong commitment to inclusive practice and a respectful understanding of diverse learning styles,	X		IV

communication methods, and neurodivergent perspectives			
Ability to support students with physical and mobility difficulties (with reasonable adjustments where required)	X		IV

KEY:

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation