



## Job Description

<b>JOB TITLE:</b>	Learning Support Assistant - ALFIE
<b>SALARY:</b>	Support Pay Scale
<b>REPORTS TO:</b>	Head of Department
<b>CAMPUS:</b>	Berkshire College of Agriculture
<b>JOB PURPOSE:</b>	To support students with a range of Special Educational Needs (SEN) in fully accessing the curriculum. This role involves implementing a structured programme of learning support to ensure their active participation in all aspects of college life, guiding them towards achieving their desired outcomes, learning goals, and reaching their full potential.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

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### **The main responsibilities and duties of this post include:**

To provide educational and mentoring support for students with additional support needs, including profound, moderate and specific learning difficulties and/or disabilities (PMLD/SLD/MLD/LLDD), emotional and behavioural difficulties.

To work with the direction of the ALFIE HOD and alongside specialist tutors and vocational lecturing staff, the successful candidates will provide an outstanding learning experience for our students with learning difficulties and/or disabilities.

To provide educational and mentoring support for students in their chosen courses with Special Educational Needs and EHCPs including English and Maths support.

Learning Support Assistants will support students in a variety of ways according to need which include:

1. Understanding and adhering to individual EHC plans, working towards Outcomes, and supporting with provision to ensure our learners can achieve their aspirations, whilst working towards adulthood and independence.
2. Assisting with the planning, delivery and evaluation of the class learning activities, including identifying how students can be best supported.
3. Effectively deliver support to students using ICT this may include some distance learning.
4. Working with students inside and outside of the classroom environment.
5. Monitoring and supervising individuals or small groups of students.
6. To promote the development of positive relationships and acceptable behaviour in accordance with college policy.



7. To promote, observe and report on student performance and development, using assessment strategies to contribute to successful completion of their course.
8. Assist with record keeping associated with individual students.
9. Assisting and in some cases be responsible (if working on a 1:1 basis) for equipment used by individual students.
10. Assisting learners with planning and structuring written and practical assignments.
11. Support with preparing for examinations.
12. Assisting learners to develop English, mathematics, and ICT skills.
13. Supporting with assessment on vocational programmes.
14. Preparing / adapting learning materials and equipment when required.
15. Supervising students on educational visits and work placements.
16. Supporting students in using specialist equipment and resources to assist learning.
17. Assisting students with reading, note taking and to transcribe work.

The right candidate for this role will:

- Have a can-do attitude and a positive outlook.
- Be able to build positive rapport with both students and other staff members.
- Have flexibility in working with a range of students across various curriculum departments.
- Be willing to give new challenges a go and seek personal development.
- Have some experience in working with young adults, ideally in an educational setting.

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

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**  
**Learning Support Assistant**

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
A Level 2 qualification (GCSE A-C or equivalent) in English (Please state this in your application form).	✓		AF
A Level 2 qualification (GCSE A-C or equivalent) in maths (Please state this in your application form).	✓		AF
Relevant qualifications / staff development and experience of working with people with learning difficulties including Asperger Syndrome/Autism, ADHD, Dyslexia, Dyspraxia among others.	✓		AF / IV
<b>EXPERIENCE</b>			
Experience of working within an educational / support environment.	✓		AF / IV
Good organisational, administrative, and planning skills.	✓		IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
A strong commitment to the academic and personal development of students with a range of additional needs.	✓		AF / IV
A commitment and willingness to undertake training.	✓		IV
Good communication Skills.	✓		IV
Capable of maintaining flexible and structured routines as required.		✓	IV
A commitment to making a positive contribution to team activities and developments.	✓		IV
Ability to accept responsibility have a proactive approach to tasks.	✓		AF / IV
An open-minded approach to the way in which other people think.	✓		IV
Ability to meet the physical demands of the post e.g., providing physical support for those with mobility difficulties.	✓		AF / 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