



### Job Description

<b>JOB TITLE:</b>	<b>Learning Support Assistant</b>
<b>SALARY:</b>	<b>£14.58 per hour (inclusive of holiday pay)</b>
<b>HOURS:</b>	<b>Sessional – up to 12 hours per week</b>
<b>REPORTS TO:</b>	<b>Head of Department</b>
<b>DEPARTMENT:</b>	<b>ALFIE</b>
<b>CAMPUS:</b>	<b>Berkshire College of Agriculture</b>
<b>JOB PURPOSE:</b>	To enable students with a range of Adults with Special Educational Needs (SEN) and other support needs to access the curriculum as fully as possible, through a planned programme of learning support in order that they participate in all aspects of college life, supporting them to work towards their desired outcomes, achieving their learning goals and 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 duties and responsibilities of the post include the following:**

1. 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.
2. 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.
3. This is an exciting opportunity to offer in-class and, in some instances, out-of-class support to learners with a range of learning needs.
4. Learning Support Assistants will support students in a variety of ways according to need which include:
5. To support the lecturer with key administrative tasks including registers, student profiles, phone calls, etc.
6. To provide students with support in accessing the campus and learning facilities



7. To cover Lecturers in their absence and deliver other directed lessons as required.
8. The successful candidates will have knowledge and awareness of a variety of approaches to supporting learners, and experience of similar work with post-19 learners and/or supporting students with Maths & English would be useful. They will have a can-do attitude and a positive outlook. They will be flexible in their approach to working with different students and staff, be willing to give new challenges a go and seek personal development.
9. To support students in a variety of ways according to need which may include:
  - Physical /Personal Hygiene care.
  - Working with students inside and outside of the classroom environment, in the Learning Centre, throughout the BCA/Langley sites and off-site on college trips
  - Monitoring and supervising individuals or small groups of students.
  - Assist with record keeping associated with individual students (e.g. ILP's)
  - Assist with equipment used by individual students including practical instructions /
  - Assisting learners with planning and structuring written and practical work
  - English, Mathematics and ICT skills – Functional Skills
  - Supporting the assessment on vocational programmes
  - Preparing/ adapting learning materials and equipment when required
  - Supervising students on educational visits and other necessary journeys
  - Supporting students in using specialist equipment and resources to assist learning including the use of supplied iPads / Wi Fi
  - Assisting students with reading and note taking and transcribing the student's work where appropriate, and assist with the preparation of portfolios, files etc.

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 children or 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.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).



The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

May 2025



**PERSON SPECIFICATION**  
Learning Support Assistant

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Evidence of Key skills, Number, Communication and ICT to level 2 standard e.g., GCSE/ O' level standard.	X		AF
Relevant qualifications/ staff development and experience of working with people with learning difficulties including Asperger Syndrome/Autism, ADHD, Dyslexia, Dyspraxia among others.		X	AF/IV
<b>EXPERIENCE</b>			
Experience of working within an educational/support environment		X	IV
Good organisational, administrative, and planning skills	X		IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
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
Enthusiasm and sense of humour	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
Able to use initiative and common sense	X		IV
Ability to accept responsibility and be able to think ahead	X		AF/IV
An open-minded approach to the way in which other people think	X		IV
Ability to meet the physical demands of the post e.g., providing physical support for those with mobility difficulties	X		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