Job Description

JOB TITLE: Learning Support Assistant

SALARY: Scale G £19,681.01 - £21,874.69 (FTE £23,695 - £26,336)

HOURS: 37 hours per week (37 Weeks) Term Time Only

REPORTS TO: Head of Department Structural Technologies

CAMPUS: Slough & Langley College

JOB PURPOSE: To enable students to access the curriculum as fully as possible, 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.

The main duties and responsibilities of the post include the following:-

To work under the direction and supervision of the Curriculum Director, Head of Department, Programme Manager and lecturers to assist with teaching, learning and associated activities in accordance with college policies, procedures and individual Education, Health and Care Plans (EHCP). This may include supporting whole classes; working with individuals and small groups of pupils; assisting with planning, delivery, and evaluation of learning activities; working closely with pastoral and welfare staff in supporting students to overcome learning, physical or emotional boundaries. To maintain notes and records appropriate to the counselling function, and to keep these confidential and secure, in accordance with the BACP Code of Practice.

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

1. Assisting with the planning, delivery and evaluation of the class learning activities, including identifying how students can be best supported
2. Working with students inside and outside of the classroom environment
3. Monitoring and supervising individuals or small groups of students
4. To promote the development of positive relationships and acceptable behaviour in accordance with college policy
5. To promote, observe and report on student performance and development, using assessment strategies to contribute to successful completion of their course.
6. Assist with record keeping associated with individual students
7. Assisting and in some cases be responsible (if working on a 1:1 basis) for equipment used by individual students
8. Assisting learners with planning and structuring written assignments
9. Support with preparing for examinations
10. Preparing/ adapting learning materials and equipment when required

11. Supporting students in using specialist equipment and resources to assist learning
12. Assisting students with reading, note taking and to transcribe work
13. Where it is needed, the maths LSA will also be required to support in the department with staff cover lessons (salary uplift to sessional rate of pay will apply)

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.
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 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.

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

April 2025

PERSON SPECIFICATION
Learning Support Assistant

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A Level 2 qualification (GSCE A-C or equivalent) in English (Please state this in your application form)	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in Maths (Please state this in your application form)	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in IT (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
EXPERIENCE			
Experience of working within an educational/support environment.		✓	IV
Good organisational, administrative, and planning skills	✓		IV
SKILLS, KNOWLEDGE AND ABILITES			
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
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 of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
All of the elements marked IV will be assessed at interview.
All of the elements marked AF/IV will also be assessed at interview.
All or some of the elements may be assessed by the Test/Presentation