



Job Description

| | |
|---------------------|---|
| JOB TITLE: | Lead LSA and Cover Assistant |
| SALARY: | Scale H £21,874.69 - £24,082.43 (£26,336 – £28,994 FTE) |
| HOURS: | 37 hours per week |
| REPORTS TO: | Sport, Outdoor Education & Protective Services |
| CAMPUS: | BCA |
| JOB PURPOSE: | To enable students to access the curriculum as fully as possible, by providing learning support and lesson cover and enabling them to achieve their learning goals and potential. As a Lead LSA you will supervise and support LSA's and the class tutor by taking responsibility for the Lead LSA specific duties as listed below. |

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:-

1. To provide educational and mentoring support for students with additional support needs, including emotional and behavioural difficulties, profound, moderate and specific learning difficulties and/or disabilities (PMLD/SLD/MLD/LLDD).
2. To support the work of the department by providing lesson cover where required and to be able to support the delivery of pre-planned materials so as not to disadvantage learners.
3. To work with the direction of the Curriculum Director, Programme Managers and Lecturers to support students with Learning Difficulties and/or Disabilities (LDD/D) to access and succeed in programmes of study.
4. To support LSAs by leading on best strategies to deliver support within lessons.
5. To support lecturers with key administrative tasks including registers, student profiles and phone calls where appropriate.
6. To work with the Lecturers and ALS team to ensure that all documentation and evidence is provided for Access Arrangements.



7. To support the Curriculum Director and Program Manager with effective timetables of support for learner and to assist with the timetabling process.
8. To support students in a variety of ways according to need which may include:
 - Physical/Personal Hygiene care
 - Support towards transition and preparing for adulthood
 - Working with students inside and outside of the classroom environment, in the Learning Centre, throughout the BCA campus and off-site
 - Monitoring and supervising individuals or small groups of students on and offsite
 - Assist with record keeping associated with individual students (e.g. ILP's)
 - Assist with personal equipment used by individual students including practical instructions
 - Assisting learners with planning and structuring written and practical work
 - Preparing for tests and assessments and supporting students with access arrangements when needed
 - Supporting students with their Maths, English and vocational subjects.
 - Preparing/ adapting learning resources 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 radio aids, reading pens, chromebooks etc
 - Assisting students with reading and note taking and to transcribe the student's work where appropriate, and assist with preparation of portfolios, files etc

NOTE

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

March 2025



PERSON SPECIFICATION
Lead Learning Support Assistant

| | Essential | Desirable | Source of Evidence |
|--|-----------|-----------|--------------------|
| EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS | | | |
| Level 2 Maths and English (GCSE Grade A-C or 4-9) or equivalent. | ✓ | | AF |
| Level 2 ICT or equivalent | ✓ | | AF |
| Teaching qualification or willingness to work towards one | | ✓ | AF |
| Relevant qualifications/staff development in areas of LLDD's i.e. Aspergers Syndrome/Autism, ADHD/ADD, Dyslexia, Dyspraxia etc Experience of working within a learning support environment | | ✓ | AF/IV |
| EXPERIENCE | | | AF |
| Experience of working with people with learning difficulties including Aspergers Syndrome/Autism, ADHD/ADD, Dyslexia, Dyspraxia etc | ✓ | | AF/IV |
| Experience of leading learning programmes | | ✓ | AF/IV |
| SKILLS, KNOWLEDGE AND ABILITIES | | | |
| 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 | ✓ | | AF |
| Good communication, organisation and planning skills | ✓ | | AF/IV |
| A commitment to making a positive contribution to team activities and developments | ✓ | | 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