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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Learning Support Assistant

**Department:** Learning Support

**Hours:** 37 hours per week, over 38 working weeks per year. Weekend and evening working may be required when business needs demand.

**Responsible to:** Learning Support Coordinator

**Reports:** N/A

**Salary / Scale:** Professional Staff Salary Spine – Band 6 – Point 24 £19,947.87 per annum (pro rata to the full time equivalent of £24,123.00 per annum)

**Date of Issue:** June 2025

**Organisation Chart:**

Executive Director – Student Support & Wellbeing

Learning Support Assistant

Learning Support Coordinator

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1. **Aims and Purpose of the Post**
   1. The provision of high quality focussed learner support through improving study skills whilst accurately reporting on progress. This will include 1 to 1 learner support, keeping support log books, maintaining support logs in line with EHC Plans and SEND reforms in ensuring high standards in attendance, retention and in providing effective support intervention in supporting learners at risk.
   2. The development of learning support materials.
2. **Specific Responsibilities**
   1. To assist in the training of students attending full-time, part-time and short courses as directed by the Foundation Learning Coordinator.
   2. To support other students and trainee groups including the maintenance of records of achievement and undertaking training visits.
   3. To counsel, motivate and mentor learners and maintain discipline as required.
   4. To participate in demonstrations and practical activities with students and trainees on all courses.
   5. To provide objective and accurate feedback to learners and report as required on attendance and progress.
   6. Build and maintain professional and meaningful relationships with learners, treating them with consistency, respect and consideration.
   7. Be a role model to promote positive values, attitudes in supporting tutors to manage behaviour.
   8. To carry out all functions in accordance with current legislation, codes of practice and College policies.
   9. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   10. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   11. To manage student conduct in accordance with College policies.
   12. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   13. The active promotion of and commitment to best practice in equity, diversity & inclusion.
   14. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   15. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

Employee

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| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Learning Support Assistant** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Functional skills level 2 in Maths & English or GCSE grade 4 or equivalent | X |  |
| **Experience & knowledge** |  |  |
| Experience of working with young people with physical difficulties or learning difficulties |  | X |
| Experience of working with young people and meeting their particular needs and requirements | X |  |
| Experience of working with confidential information and knowledge of how to keep information safe | X |  |
| Ability to utilise strategies to support pupils in achieving learning goals | X |  |
| Experience in an education setting |  | X |
| **Ability/ Skills** |  |  |
| Ability to establish good working relationships with students acting as a role model | X |  |
| Ability to communicate effectively with students at all levels | X |  |
| Ability to organise own tasks with minimum supervision and to set and work to agreed targets. | X |  |
| Committed to providing outstanding customer service | X |  |
| Ability to work as a part of a team appreciating and supporting the role of the other people in the team | X |  |
| Able to understand and carry out instructions | X |  |
| Able to keep accurate records in line with college expectations | X |  |
| **Personal Attributes** |  |  |
| Proven ability to work flexibly and able to work outside in land-based provision irrespective of weather | X |  |
| Strong team player | X |  |
| Maintain appropriate professional boundaries | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and vulnerable young adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.