

Loughborough College Group

Job Description

1. Job Details

Job Title:	Learning Support Assistant (Multi-site, Term Time Only, Part-time)
Department:	Learner Services
Reporting To:	Learning Support Coordinator
Competency Level:	Business Support 1
Hay Grade:	G2/G3
Salary:	£15,409.71 Per Annum (Based on FTE £25,603)
Date of Job Evaluation:	December 2019
Date:	August 2026

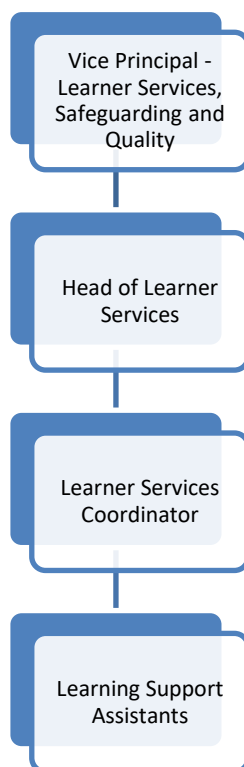
2. Job Purpose

To ensure all learners have inclusive access to the curriculum and College. To provide a range of support to individuals or small groups of learners with identified learning difficulties and/or disabilities.

3. Dimensions

Not Applicable

4. Organisation chart



Name:	Job description Template	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- To support learners in a sensitive, professional, discrete and confidential manner.
- To support individual learners as required, including learning support for academic/vocational courses and exams (e.g. notetaking, reading and scribing), assisting with personal care, administering medication and providing mobility support.
- To provide in-class and online support to individuals and/or groups of learners with their course content, literacy, numeracy and ICT skills.
- To encourage personal and academic independence, self-empowerment and self-help skills wherever possible.
- To contribute to the development of individual learning programmes in liaison with Support Coordinators and course tutors.
- To work as a member of the Curriculum Department and Learning Support team and individually, as required.
- To possess excellent communication skills and be able to communicate with a range of students and staff (verbally and in writing).

- To keep up to date with correspondence that is fundamental to the role, ensuring regular contact with the Support Coordinators.
- To manage administration tasks effectively and ensure accurate record keeping relating to the time allocated for supporting designated learners or groups.
- To ensure that learners are receiving the appropriate level of support and report any issues to the Support Co-ordinators.
- To effectively record learners progress on the College electronic ILP to provide timely feedback to Specialist Tutors/assessors and curriculum.
- To liaise with college staff involved in supporting learners.
- To attend all essential training and meetings including team meetings and Learn and Share meetings and keep up to date with new ways of working to support students.
- To keep up to date with current information and instructions circulated by the Support Co-ordinators and Learner Services Manager in electronic and other appropriate formats.
- To follow procedures for reporting accidents and incidents as soon as practicable following their occurrence.
- To respect the confidential nature of personal information and work in line with data protection protocols.
- To adhere to College safeguarding procedures and national PREVENT guidelines.
- To ensure a safe working environment in accordance with Health and Safety Regulations.
- To recognise and promote good practice with regard to equality of opportunity.
- To support learners with their study skills, personal organisation skills and overall personal development and independence.
- To record progress for those learners with an EHCP against their outcomes on their ILP.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Work effectively within curriculum teams with learners with identified additional support needs.	Improve learner engagement with the curriculum and ensure retention and progression.
Provide excellent support using a variety of strategies with learners to support their learning with timely feedback to specialist tutors/assessors and curriculum teams.	Improve learner behaviours and participation in learning environments ensuring they develop autonomy with their learning.
Provide effective in-class support for learners who need additional English and Maths support with timely feedback to specialist tutors/assessors and curriculum teams.	Ensure that learners are able to progress with their studies in college and achievement gaps are narrowed for those with a declared support need.
Provide specialist support for learners who require support accessing college facilities with timely feedback to specialist tutors/assessors and curriculum teams, where appropriate.	Ensure that there is excellent support for learners with a physical disability.

8. Key Working Relationships and Communications

Internal: Curriculum Teams, Learning Support team and students

External: Parents and External organisations

9. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages own health, safety and wellbeing; complies with College policies. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.
Delivering Excellent Quality	
Understands customer expectations; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	

10. Scope for Impact

Not Applicable

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	NVQ Level 2 or NVQ Level 3 qualification in Health and Social Care or Learning Support or other relevant qualification		•	Application/ Certificates
2.	Level 3 qualification Supporting Learners with Language Literacy and Numeracy		•	Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Previous experience or willingness to undertake personal care duties when required (on the job training will be provided)		•	Interview
5.	At least 12 months experience of working with learners with a disability and/or learning difficulties, preferably in a Secondary School or Further Education college	•		Application/ Interview
6.	Experience with IT, including use of e-mail and Microsoft Word and record keeping/logging	•		Application/ Interview
SKILLS & KNOWLEDGE				
7.	Excellent organisational and self-motivation skills	•		Application/ Interview
8.	Commitment to and experience of working as part of a team	•		Application/ Interview
9.	A clear understanding of confidentiality and boundaries of the role	•		Interview
10.	Knowledge of inclusion principles and legislation defined by the Equality Act (2010), SEND Code of Practice, safeguarding procedures and PREVENT	•		Interview
11.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
12.	Positive approach towards all learners	•		Interview
13.	A willingness to undertake further training, as appropriate, and to adopt new procedures as and when required	•		Interview
14.	Promote equality and diversity through language, resources and support	•		Interview
15.	To work effectively in a team to provide excellent support for all identified learners at point of need	•		Interview
16.	Promote the College's equal opportunities policy and practices	•		Interview
17.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in August 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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