



PROPOSED JOB DESCRIPTION

Post:	Senior Learning Support Practitioner
Reports to:	Additional Learning Support Coordinator
Hours of work:	35 hours per week and 52 weeks per year
FTE Salary:	£28,887.22 per annum

ADDITIONAL LEARNING SUPPORT (ALS) TEAM **- CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College Strategic Plan 2024 - 2029](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

Additional Learning Support (ALS) Team

We are proud of all of our ALS staff members, who work incredibly hard to support our learners with additional learning support requirements. It is a team which is highly rewarding to be part



Croydon
College



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Centre

of; seeing our learners grow, become more independent and confident, and obtain the skills they need to further progress their education journey, or enter the world of work. The ALS team is led by the Head of ALS, and the structure also has an ALS Manager and Senior ALS Co-ordinators that work closely together to ensure the ALS provision is a high-quality education experience for our ALS learners.

Senior LSP - Job Description

Overall Purpose Scope:

The Senior LSP role is crucial to the ALS team in supporting the Head of ALS, ALS Manager and Senior ALS Co-ordinators in managing an effective ALS provision. The Senior LSP is also responsible for line managing and supporting a small number of LSPs.

The postholder will have an inclusive, collaborative and collegiate approach to support students with an Education, Health & Care Plan (EHCP) or SEN Support Plan in becoming more autonomous, confident and independent.

Main Duties and Responsibilities:

1. To be the named Senior Learning Support Practitioner (SLSP) for specific curriculum areas to support operational day to day communication with parents/carers and with the curriculum teams.
2. As the named Senior Learning Support Practitioner (SLSP) to ensure the implementation of a robust risk assessment and/or Personal Emergency Evacuation Plan (PEEP), where required.
3. To effectively line manage and support a small number of LSPs working within your curriculum team.
4. To deliver support to students to maximise their independence including strategies around managing their self-care, budgeting, travel training, social and interpersonal skills and their transition to further education or the world of work.
5. To provide therapeutic input on a 1:1 and small group basis to meet EHCP/SEN plan outcomes in collaboration with Speech and Language Therapist, Occupational Therapist and/or Physiotherapist.
6. To support students with their personal and intimate care. Personal care is where you may support a student in taking their coat on or off, helping them take their tablet medications, being with them for their lunchbreak period, or waiting for them outside the toilets to ensure that they are in the toilets for a safe amount of time i.e. to ensure that they don't have a

seizure whilst in there). Intimate care is required less often, and depends on the needs of the students, but it could include helping them use the toilet, applying medication, etc.

7. To support students to have access to and achieve within the teaching and learning environment.
8. When appropriate to provide guidance and support to curriculum staff on differentiation strategies in order to maximise learning opportunities.
9. To supervise students in their arrival and departure from College and deal effectively with any transport problems that may arise.
10. To support students with extra curriculum activities and provide support in unstructured time where required.
11. To adapt learning resources and to promote and support the use of assistive technology.
12. To attend regular ALS team meetings and where required curriculum area meetings to ensure a collaborative and collegiate approach to removing barriers to learning.
13. To work collaboratively with curriculum colleagues seeking/taking direction as required.
14. To contribute to the annual review process for students with EHCPs.
15. To identify SMART targets from the EHCP outcomes, contextualised for the student's curriculum area and which are regularly reviewed.
16. To provide guidance to LSPs in the identification of SMART targets and regularly review their implementation.
17. To maintain regular and accurate records on MyPT.
18. To provide exam access support as required.
19. To hold any relevant team meetings with the small number of LSPs in their team to ensure the team are included and receive regular updates on any issues. To attend regular 1:1 meeting with line manager to feedback on individual student progress.

Person Specification

The person specification is below, and highlights that whilst some previous experience is required for Senior LSP, if you have the right skills and attributes, this could be a great opportunity to be part of our wonderful ALS Team, supporting our students in reaching their goals.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE/Level 2, English and maths (or achieve within 12 months of start date) 	<ul style="list-style-type: none"> L2 or above specialist qualification in a SEND related subject
Experience & Knowledges	<ul style="list-style-type: none"> Working knowledge of SEND Code of Practice Working knowledge of an education provision (this could be from your experience or your family experience of education) Experience of supporting young people with a variety of SEND Experience of working autonomously and as part of a team Experience of utilising a range of strategies in managing positive student behaviours 	<ul style="list-style-type: none"> Working knowledge of post 16 provision (desirable) Working knowledge of Keeping Children Safe in Education and the Prevent Duty Experience in line managing staff Experience of supporting young people with a variety of SEND in an educational setting Experience in providing personal and intimate care Experience in creation and delivery of programmes for personal and social development
Skills & Attributes	<ul style="list-style-type: none"> Excellent communication and interpersonal skills, with the ability to put people at ease and provide a supportive environment. 	

	<ul style="list-style-type: none"> • Ability to apply problem solving skills to a variety of situations, especially when supporting students and finding ways to be creative in meeting their needs. • Demonstrable ability to remain calm and resilient in all situations, and the ability to meet deadlines for associated administrative requirements. • Competent in the use of the Microsoft suite of software specifically Outlook, Excel and Word. • Model appropriate behaviour including professional integrity conduct, dress code and timekeeping. • Positive ‘can do’ attitude, and able to create a positive environment for learning. • Maintain confidentiality in relation to nature of the work. • Inclusive, collaborative and collegiate approach, working as a member of the wider ALS Team. • Dedication and commitment to equality, diversity and inclusion. • To work flexibly and efficiently whilst maintaining the highest professional standards. 	
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NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Staff Development

Our ALS team is key to the success of our College and we are currently looking at development pathways to create routes into a number of different areas, including the possibility of development for Teaching Assistant qualifications, progression routes into SEND Tutors, or potential options for sponsored study to create our own talent pool for specialist areas such as SpLD, Speech and Language Therapy, etc.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>



Application Closing Date: 05 September 2025

Interview / Selection Date: W/C 08 September 2025

