JOB DESCRIPTION

JOB TITLE: Learning Assistant

ROLE OVERVIEW	
Job Title:	Learning Assistant
Grade/Salary:	£25,563 FTE
Department:	Learning Support
Location:	Barnstaple
Contract Type:	Permanent
Responsible to:	Manager

KEY ROLE OBJECTIVES

To support and work with student(s) on multiple sites with specific learning difficulties, medical or emotional conditions or disabilities to access their teaching and learning opportunities within the learning environment; to provide individual/group support for learners experiencing a range of difficulties; occasionally, by agreement, to provide physical support/personal care.

The postholder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the college is subject, and with full regard for the college's equality, diversity, and health and safety requirements.

Main Duties

- To support the student(s) access and to achieve their learning goals.
- To facilitate their integration into mainstream learning and enrichment activities.
- To provide assistance and support or meet possible care needs at break and mealtimes where necessary.
- To provide learning assistance on a 1:1 or small group basis when needed.
- To assist in the monitoring and review of the student's progress.
- To liaise with teaching and specialist staff to enable the student(s) to maximise their potential.
- To work closely with and assist the teaching staff in the classroom/learning environment to enable the student to achieve whilst at the same time, maximising their independence.

- To work in the varied learning settings to ensure that all policies and procedures are complied with special reference to health and safety.
- To accompany the student(s) on residential, day trips, or work experience as required.
- To continue to provide learning assistance and invigilation where necessary in times of assessment of formal examinations.
- To be available to assist other students in the classroom or College if required.
- To be willing to undertake any appropriate training to meet specific needs. such as the operation of specialist equipment, personal care, lifting, administration of medication, first aid, or qualification appropriate to role etc.
- To complete administrative tasks to support the learner's needs e.g., liaison and monitoring of work placements, updating student logs, using CPOMS to report or refer any safeguarding concerns, emails and general record keeping.
- Conduct supportive conversations on mental health and wellbeing in class.
- Providing opportunities for students to talk to staff out of class at designated timetabled locations, reporting concerns to college services.
- Contact students' next of kin as directed by teaching staff and log all communications accurately and professionally.
- Discuss strategies to support SEND students with appropriate staff
- To undertake any other duties, commensurate with the post, as required by a member of the Executive Leadership Team and/or Head of Department.

Mandatory Duties

- Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- Commitment to Equal Opportunities.

Additional Duties

- To undertake such additional duties as may be reasonably required, commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.

- Promote a teaching, learning and working environment that observes British Values, is free from discrimination and where all students and staff can express their individuality in a professional educational setting.
- Promote and conduct your professional duties and responsibilities within the parameters of the college's agreed values and aims.

PERSON SPECIFICATION

Job Title: Learning Assistant

Assessment Criteria

Evaluated on application form (A) and/or interview (I)

Experience, Skills and Abilities

Essential Criteria:

- Excellent literacy skills, including GCSE English or Maths at grade 4/C (A)
- Excellent communication and interpersonal skills (A/I)
- Logical approach to administrative skills (I)
- Effective time management to deliver all aspects of the role (A/I)
- Sensitive to learner needs. Patient and enthusiastic (A/I)
- Ability to work on own initiative or as part of a team (A/I)
- Willingness to undertake further training if required (I)
- Ability to support a variety of learners with various needs on a variety of courses (A/I)
- Confident using Information Technology (A/I)

Desirable Criteria:

- Teaching qualification/ learning support qualification or qualification in special needs (A)
- NVQ2 Care or other relevant qualification in Care (A)
- Experience of working with, or supporting, individuals with specific learning difficulties, physical/sensory disabilities (A/I)
- Good educational background and able to support up to level 3 in a range of subjects (A/I)
- The ability to take clear, concise, and accessible notes (I)
- Experience of using Assistive Technology (I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

Reviewed: November 2026

OUR VALUES ARE WHAT MAKE US, US!

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile and embrace digital technology and continuous learning
- We believe in impact; we are passionate about our community and environment

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are creative and innovative; we listen to and learn from others
- We care about place; we collaborate with others to ensure success for our community
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our college

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at college
- We are driven by the success of our learners, supporting every learner to achieve and progress
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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