JOB DESCRIPTION

Job Title	Learning Support Assistant (Bank)
Contract	Temporary, Term Time Only
Job location	Elm Park Campus, Stanmore
Department	Learning Support
Reports to	Learning Support Manager
Salary	£14.80 (+ holiday pay) per hour

Job Purpose:
The Learning Support Assistant (Bank) at Stanmore College provides vital support to students with special education needs, disabilities, learning and mental health difficulties. You will assist in developing and delivering tailored support programs, work directly with students in the classroom or in small group settings, and help them overcome learning barriers. The role focuses on building relationships with students to maximize their learning potential and includes providing additional learning support to adult students.

Duties Specific to the Post:

- To provide learning support for individual learners both in classes and in a 1:1 or small group basis.
- Assisting the Learning Support Manager to develop a suitable programme of support and carrying out the programme within the classroom or in a withdrawal situation.
- Recording and monitoring students' progress for all students' supported and providing data back in a timely manner.
- Participate in Progress and Annual reviews as and when required for your allocated student/s.
- Providing feedback on students' difficulties and or progress to the Learning Support Manager and class teacher.
- Writing reports about the students' progress as requested by the Learning Support Manager.
- Helping to adapt or find differentiated materials to enable students to access the class curriculum
- Participating in the evaluation of the support programme with the Learning Support Manager and class teacher.

- Reporting any problems about arrangements or any incidents to the Learning Support Manager or, if unavailable, to the class teacher.
- Building relationships with students who have additional needs to help them overcome barriers to learning and supporting them to maximise their learning potential
- Assisting students with personal needs as required.
- Participating in relevant professional development.
- Accompanying students on external visits.
- Performing administrative, organisational and other tasks relating to the work of the College, including participation in team meetings, invigilation etc.

General:

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Ensure all data is handled in line with General Data Protection Regulations.
- Taking responsibility for health and safety, equality & diversity, copyright and data protection within the scope of the post.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Tuesday, 24th November 2026
Interview Date: Thursday, 3rd December 2026

PERSON SPECIFICATION

JOB TITLE: Learning Support Assistant (Bank)

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS:		
Qualified to minimum level 2 Maths and English	E	Application form/ certification
Willingness to obtain one of the following qualifications: • IT Level 2 qualification • A teaching Qualification (minimum PTLLS/ • Level 3 Award or Certificate Supporting Teaching and Learning in Schools • Level 3 Diploma in Specialist Support for Teaching and Learning in Schools	D	Application form/ certification
First Aid Certificate	D	Application form/ certification
Recent training fields of Disability/ SEND	D	Application form/ certification
British Sign Language qualification	D	Application form/ certification
KNOWLEDGE & EXPERIENCE OF:		
Working with secondary or post-16 students	E	Application form/Supporting statement/ interview
Experience of supporting people with Special education needs and disabilities	E	Application form/Supporting statement/ interview
Sound equal opportunities practice and how to apply it in the relevant area of work	E	Supporting statement/ interview
Commitment to maximising the opportunities for students with Special Educational Needs	E	Supporting statement/ Interview
The requirements of students with Special Educational Needs	E	Supporting statement/ interview
Knowledge of lifting techniques	D	Supporting statement/ interview
A sound understanding of safeguarding and prevent. A commitment to safeguarding young people and vulnerable adults and to create a safe learning environment.	E	Supporting Statement/Interview

SKILLS & ABILITY TO:		
Excellent communication skills, both verbal and written	E	Supporting Statement/Interview
Good IT skills	E	Supporting Statement/Interview
Work with and liaise with course tutors, support staff and outside medical /paramedical /specialists	E	Supporting statement/ interview
Plan and organise effectively	E	Supporting statement/ interview
Ability to work flexibly	E	Supporting statement/ interview
Ability to communicate effectively and support lecturers to deliver inclusive practice	E	Supporting statement/interview
PERSONAL QUALITIES:		
Sensitivity to the needs of young people with learning difficulties and/or disabilities	E	Supporting statement/ interview
Commitment to continuous personal development	E	Application form/ supporting statement/ interview