

## Learning Support Specialist

### ROLE OVERVIEW

**Job Title:** Learning Support Specialist

**Grade:** Learning Support Specialist

**Contact Hours:** 37 hours per week, 38 weeks per year

**Contract:** Permanent

**Faculty:** Learning Support

**Responsible to:** Head of Learning Support

### KEY ROLE OBJECTIVES

To support the provision of an outstanding student experience through providing specialist learning support:

1. Teaching and supporting learners to overcome barriers to the full achievement of their potential.
2. Monitoring, mentoring and supporting learners with EHCPs (Link Worker role) to ensure they achieve best outcomes.

### Main Duties:

#### 1. Teaching, Learning and Assessment: provision of Specialist Learning Support

- 1.1. Participate in the student interviews and induction, assessment of need and establishing learning support arrangements.
- 1.2. Provide learning support and study skills on a one to one or small group basis or where learning happens.
- 1.3. Ascertain additional needs of learners supported (e.g. requirement for Exam Access Arrangements) and contribute to processes to ensure arrangements are in place.
- 1.4. Prepare learning support individual learning plans (ILPs), session plans and reviews of progress relevant to the students' programme of study and aligned with the priorities identified by curriculum/tutoring staff.
- 1.5. Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate to students' learning needs and goals in liaison with curriculum staff and learning support colleagues.
- 1.6. Arrange and monitor student attendance; follow up absence.
- 1.7. Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8. Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.9. Participate in appropriate quality assurance procedures including collection and analysis of learner and tutor feedback.
- 1.10. Maintain accurate and detailed student records.

## 2. Monitoring, mentoring and supporting learners with EHCPs (Link Worker role)

- 2.1. Work under the supervision of the SENCo team as Link Worker for an allocated caseload of learners with EHCPs (Education, Health and Care Plans)
- 2.2. Provide support and monitor student progress towards achieving outcomes; maintain accurate records and report back to SENCO
- 2.3. Liaise with tutors, teaching staff & support staff engaged with EHCP learners

## 3. Additional Duties.

- 3.1. Promote a teaching, learning and working environment that is free of discrimination in any form.
- 3.2. Be responsible for safeguarding and promoting the welfare of students.
- 3.3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the college at any of the college's sites or place of work.

**Reviewed:** June 2026

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated, or proposed changes in or to the job.

# Person Specification

## Learning Support Specialist

### Assessment Criteria

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

### Experience

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#### Essential Criteria:

- Experience of planning, delivering and reviewing successful programs of learning (A/I)
- Successful experience of supporting the learning of individuals with specific learning difficulties, neurodiversity or mental health difficulties or other barriers to learning (A/I)

### Skills and Abilities

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#### Essential Criteria:

- Excellent communication and interpersonal skills (A/I)
- Confidence to use/ train students to use assistive technology) (A/I)
- Excellent organisational, record keeping and time management skills (A/I)
- Able to support learners who are studying GCSE English and/or Maths (A/I)

### Personal Qualities

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#### Essential Criteria:

- Enthusiastic and able to motivate learners (I)

### Qualifications

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#### Essential Criteria

- Teaching qualification at Level 5 (A)
- English and Maths at GCSE grade C or equivalent (A)

#### Desirable Criteria:

- Degree or similar level of qualification (A)
- Specialist training in an aspect of learning support (A)
- SpLD Assessment Practising Certificate / Exam Access Arrangements (A)

### Mandatory Requirement

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#### Essential Criteria

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

Reviewed: June 2026

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## 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, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- 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 curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.