

# LEARNING SUPPORT

## ASSISTANT

**We seek to appoint a dedicated and outstanding Learning Support Assistant.**

You'll be part of a dynamic and supportive environment where no two days are the same. The role is ideal for individuals seeking meaningful, hands-on experience in an innovative educational setting. Although the position follows a Monday-to-Friday schedule, occasional flexibility will be required for urgent needs or College events outside standard hours—any additional time worked can be reclaimed.

## WHAT YOU'LL DO

This role offers a diverse and fulfilling range of responsibilities that contribute directly to student success. While not exhaustive, your key duties will include:

- Providing tailored classroom support to students with special educational needs and disabilities (SEND).
- Offering one-to-one assistance both within the classroom and in the Learner Assistance Base (LAB).
- Delivering 'drop-in' support sessions for students requiring extra help to complete coursework.
- Collaborating closely with teaching staff to coordinate and plan effective student support strategies.
- Accompanying and supporting students during educational visits and off-site activities.
- Understanding and implementing exam access arrangements, as well as supporting students during assessments.

### Additional Responsibilities

#### Administration

- Manage and maintain SEND records, including documenting interviews, phone calls, enquiries, and collecting relevant documentation (e.g., student statements and medical information).
- Contribute to the creation and review of Individual Student Support Plans.
- Attend College Open Evenings as needed.

#### Student Recruitment & Initial Assessment

- Assist in student recruitment and support initial assessment processes.
- Perform other duties as reasonably requested by your Line Manager or the Principal.

**Reports to:** Head of Learner Support

**Hours:** 30 hours per week, term time only, permanent contract

**Salary:** Spine point 03 £23,807 pro rata to £17,447

**Apply by:** Friday 20<sup>th</sup> June 2025

**Interviews:** Tuesday 24<sup>th</sup> June 2025

**Start date:** Tuesday 19<sup>th</sup> August 2025



# PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

Experience		
Experience of working with students with Additional Learning Needs and/or Mental Health Issues.	✓	
Previous experience as a Teaching Assistant or Learning Support Assistant		✓
Knowledge / Skills / Abilities		
Flexibility, enthusiasm and the ability to relate well to staff and students.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with young people.	✓	
Ability to work as part of a team.	✓	
Ability to demand high standards from yourself and others.	✓	
To demonstrate a commitment to:		
The Colleges values of Positivity, Ambition, Resilience & Thoughtfulness	✓	
Personal development and training	✓	
Safeguarding & promoting the welfare of students	✓	
Equality & diversity	✓	

## HOW TO APPLY:

To apply, please visit:

 <https://www.bsfc.ac.uk/job-vacancies/learning-support-assistant-9>

Please complete our application form and return this to [hrdept@bsfc.ac.uk](mailto:hrdept@bsfc.ac.uk)

Or for an informal chat about the role, please email [hrdept@bsfc.ac.uk](mailto:hrdept@bsfc.ac.uk) / call 0151 652 5575

POSITIVITY

AMBITION

RESILIENCE

THOUGHTFULNESS

**Birkenhead Sixth Form College**  
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# GENERAL INFORMATION

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage.

The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

# REFERENCE CHECKING

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people.

This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.