

ROLE PROFILE

Job Title:	Learning Support Assistant
Responsible to:	SEND Coordinator
Responsible for:	N/A
Salary:	£25,725 - £26,008 Pro Rata Scale 3, Points 17 - 20
Hours per week:	37 Fixed Term until 31 August 2027
Weeks per year:	38 worked weeks per year 44.09 paid weeks per year (during 1 st year of service)
Conditions of Service:	Callywith College Trust
Academic or Support:	Support

Key Purpose of the Role:	To support students with learning difficulties, disabilities, or physical needs, helping them to access learning and participate fully in college life.
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Primary Tasks:

Support students in lessons, small groups, or one-to-one settings.

Encourage students to become independent learners.

Help students access lessons and learning materials.

Promote inclusive teaching and learning practices.

Work closely with teaching staff to share feedback on student progress.

Assist students with using specialist equipment or learning aids.

Support students during trips and extracurricular activities, including residentials.



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Help with personal care needs, including hygiene and mobility, where required.

Be flexible and adapt to changes in routine or student needs.

Attend training and team meetings as needed.



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COLLEGE-WIDE RESPONSIBILITIES

As a member of staff at Callywith College, the post-holder is expected to contribute to the overall aims and values of the college by actively engaging in the following areas:

Probationary Period

Your first nine months (academic or management roles) or six months (support staff) of employment will be a probationary period. During this time, your suitability for the role will be reviewed and assessed.

Performance and Development

Take part in the college's performance appraisal and review process. Engage in ongoing professional development activities to support continuous improvement and growth.

Equality, Diversity and Inclusion

Promote and support equality, diversity and inclusion in accordance with college policies and values.

Student Experience

Contribute to providing a high-quality environment that supports student learning, wellbeing, and personal development. Support the delivery of effective Student Welfare and Support Services.

Organisational Development

Contribute to the development of a flexible, responsive, and forward-thinking college. Support college marketing and promotional initiatives as appropriate.

Health, Safety and Use of Resources

Use college equipment, premises, and property safely and responsibly. Adhere to all health and safety policies and procedures. Carry out Fire Marshall or First Aid duties as required (training will be provided if needed).

Wider College Contribution

Participate in and contribute to general college-wide developments and initiatives. Be open and adaptable to changes in role and responsibilities as the college evolves.

Safeguarding

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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PERSON PROFILE

LEARNING SUPPORT ASSISTANT

Ideally, the person appointed will have the following skills and experience:

Essential:

- English and Maths at Level 2 (GCSE or equivalent).
- Good IT skills.
- Friendly, patient, and understanding.
- Able to work well in a team.
- Experience supporting students with additional needs.
- Willing to complete relevant training if not already qualified.

Desirable:

- Experience in a college or school setting.
- Knowledge of behaviour support strategies.
- Ability to support students' personal development and independence.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.



COMPASSION



RESILIENCE



RESPECT



SUCCESS

CALLYWITH VALUES

CHOSEN BY STAFF
AND STUDENTS, **OUR
VALUES REPRESENT
THE VISION, MISSION
AND CULTURE OF
CALLYWITH COLLEGE.**

