The Lincoln College Group

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1382P: Learning Support Assistant

SALARY	GRADE	HOURS
£24,853 pro rata per annum	CSS Scale 2	24 hours, Term Time Only, over 36 weeks

REPORTING TO

Assessment & Support Co-ordinator

DEPARTMENT

Student Services

LOCATION

Lincoln

BE READY...

Job Purpose:

To provide support for learners with special educational needs, and difficulties across all College sites and Outreach Centres.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide support, as directed by Learning Support Team Leader, to students with special educational needs and disabilities (SEND) in 1:1, classroom, workshop or any other teaching and learning situation.
2. To act as an advocate for SEND learners with in teaching and learning, and social situations.
3. To keep accurate, current and confidential records of all interactions with SEND learners and other agencies in keeping with the Code of Practice for Confidentiality, College and funding requirements. Where necessary, this may include writing of formal reports and attendance at Case Conferences.
4. To work with teaching and other staff to promote the well-being of SEND learners and maintain high standards of discipline, conduct and behaviour of learners at all times and to model good practice.
5. To provide support to learners during assessment and examination, ensuring that appropriate concessions are sought and strictly applied in keeping with College and Examination Board policies.
6. To liaise with teaching staff to support lesson planning and curriculum delivery to reinforce learning and support the tutor in ensuring the lesson plans and ILP are adhered to.
7. To assist with physical needs, this may in some instances include personal care, feeding and toileting.
8. Where necessary to meet and support learners in accessing classes. To also ensure students are returned and supervised to their transport until departure.
9. To promote and market the College and the Learning Support service available to prospective students, agencies, professionals, parents and carers, schools and any other appropriate group or individual.
10. To attend team meetings as required both within Student Services and across College.
11. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
12. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
13. To maintain quality standards appropriate to the post.
14. To conform with the Health and Safety requirements relevant to the post.
15. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	An understanding of the needs of people with special educational needs and disabilities	A/I
2	An understanding of the learning needs of people with special educational needs and disabilities in a post 16 setting	A/I

	Skills/Abilities – Interpersonal	PSM
3	The ability to communicate (orally and in writing) at all levels internally, externally and internationally with a range of stake holders.	A/I
4	The ability to communicate with the client group	A/I
5	Knowledge and ability to interpret and produce teaching materials in a variety of other media (audio tape, large print, video transcripts)	A/I
6	Excellent verbal and written skills	A/I
7	The ability to produce and adapt written materials in simplified English	A/I
8	The ability to communicate the implications of disability to others	A/I
9	The ability to act as an advocate with listening and negotiating skills	A/I
10	The ability to work within a team	A/I

	Experience	PSM
11	Previous experience of working with and meeting the needs of people aged 16+ with special educational needs and disabilities	A/I
12	Recent experience of the post 16 education and training sector and/or FE	A/I
13	An understanding of the range of resources, adaptations and adaptive technology available to support people with special educational needs and disabilities	A/I

	Work Related Circumstances	PSM
14	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
15	Ability and willingness to work flexibly.	A/I

	Skills/Abilities - Other	PSM
16	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
17	Ability to actively promote equality, diversity and inclusion across all aspects of Learning Support Assistant.	A/I
18	Maths and English GCSE Grade C (4) or equivalent, or the ability and willingness to obtain these within 1 year of commencing employment	A
19	ECDL Level 2 or equivalent IT skills to undertake relevant duties, i.e. Word and PowerPoint or the willingness and ability to undertake relevant training	A

Prepared By:	Michelle Ramsbottom – SEND Team Leader
Date:	October 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test