Southport Education Group

Southport College

KGV SIXTH FORM COLLEGE

Job Description:

Learning Support Assistant - Term Time Only

(Part-time positions available, with both temporary and fixed-term contracts)



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(Part-time positions available, with both temporary and fixed-term contracts)

REF: LSU009 - 887

The role:

Learning Support Assistants are members of the Learning Support Team and work closely with curriculum teams to provide support for students with a wide range of support needs including support with English and Maths, learning difficulties, disabilities, behavioural/motivational support.

We have various part-time hours available, with temporary and fixed-term opportunities available until June 2027. Please include your preferred weekly hours and your availability in your application form.

Responsible to:

The postholder is responsible to the Learning Support Coordinator.

Key Accountabilities and Responsibilities:

- Provide learning support for students in a variety of situations including in-class, workshops, work placements/external trips and in Library Learning Centres. Support may be offered to students on a 1:1, shared or group basis. In some circumstances support may be offered to students outside of classroom activities.
- Supervise/support/assist students during self-directed study periods where necessary.
- Provide support and direction to students during offsite trips and activities
- Be included in the observation process to ensure good practice and consistency of approach.
- The post-holder may be required to work regular evenings.
- Assist students with support needs within the classroom/ This can include:
    - Note taking
    - Differentiation
    - Breaking work into manageable sizes
    - Assistance with organisation skills
    - Portfolio building
    - Practical tasks
    - Promotion of independence and social skills
    - Keeping students on track
    - Motivational support
    - Work with students to support in managing their behaviour

- Supervise/support /assist students, individuals or groups, at lunch/break time, organised college trips, residential activities, etc.
- Supervise students on to/off transport where necessary.
- Liaise with teaching staff, members of the Learning Support Team, Student Services, Course Teams, etc. particularly around student's progress.
- Accompany students using public transport to and from work placement.
- Provide on the job support for work placements.
- Attend a minimum of 3 Learning Support Team meetings per academic year.
- Attend mandatory staff development activities.
- Administration tasks, when not in class as directed by Head of Learning Support and Inclusion.
- Provide information for student reviews.
- Record mandatory statements on Pro Monitor to inform EHCP reviews when requested.
- To contribute to Student Support Plans regularly, reporting in particular on progress towards soft targets and outcomes.
- Support students in the Learning Hub.
- Provide support during examinations e.g. reader/scribe/prompt and invigilation when supporting individual students.
- Any additional duties including administration tasks as directed by Head of Learning Support and Inclusion.
- Safeguarding of students and the college community is an essential aspect of the post.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 3 or equivalent (or a willingness to undertake and achieve within 2 years).	E	A

Level 2 qualification, or equivalent, in Literacy and Numeracy Qualification.	E	A
Support qualification at Level 2 (or a willingness to undertake and achieve within 2 years).	E	A/I
Have undertaken safeguarding training in the last 12 months.	E	A/I
Willing to undertake other training as appropriate as directed by your Line Manager to enable you to be up to date and suitably skilled as an LSA	E	A/I

Experience		
Experience of offering student support on a 1:1, shared or group basis.	E	A/I
Experience of providing support to adults/over 16s.	D	A/I
Experience of working in an FE setting would be an advantage.	D	A/I

Knowledge, Skills and Attributes		
Excellent communication/interpersonal skills – written and verbal.	E	AS
Ability to empathise with students and their needs.	E	A/I
Ability to work in team.	E	A/I
Ability to maintain accurate records.	E	A/I
Ability to work under own initiative within guidelines.	E	A/I
During lessons, if required, you must be able to listen and write accurate concise lesson notes that are grammatically correct and that can be used by students.	E	AS
Be able to assist students with practical tasks.	E	A/I
Understanding different levels/needs of students.	E	A/I
Be able to accompany and support students both on and off College site in connection with the curriculum they are following, e.g. whilst attending their work placement to enable them to complete their course of study and learning.	E	A/I
Good working knowledge of IT.	D	AS
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£18,867.12 to £19,595.21 per annum (pro rata)

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,002* hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' (183 hours*) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

* pro rata for fractional appointments

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: **Monday 23rd November 2026 (10:00am)**

Interviews will be held: **Within two weeks of closing date**

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.