

LEARNING SUPPORT ASSISTANT (BANK)

JOB SPECIFICATION

Salary:	£13.18 per hour
Working Hours:	Current hours available: Tuesdays and Thursdays, 8.30am – 4.30pm (up to 15 hours per week)
Area:	Foundation Learning
Location:	Cannington College
Reporting to:	Learning Support Team Leader
Closing date:	12 Midnight 12 January 2026

Job purpose

The Additional Learning Support area is responsible for providing additional learning support across College to full and part-time learners and supports approximately 1000 students on courses of all levels. Our aim is for all students with additional support needs to have equal access to the curriculum and work towards meeting their full potential with our support. These may have a range of learning difficulties/disabilities which include specific learning difficulties, ASC, ADHD/ADD Visual Impairment, Deaf and Hard of Hearing, Social, Emotional and Mental Health (SEMH), and Physical Disabilities.

Additional Learning Support has a dedicated, highly qualified and experienced team. The staff work closely with Foundation Learning and Cross College staff in organising and implementing a wide range of support programmes each tailored to the needs of individual learners. We can offer Specialist Teaching, Specialist Assignment Support, In-class Support, Small Group Workshops, Equipment Support, Specialist Counselling, Mentoring, Exam Access Arrangements, and Assistive Technology Support.

Whilst a Learning support role will cover supporting students with all aspects of additional needs, the candidate for this role should have a willingness and understanding of the skills and knowledge needed to support young people with SEMH and complex behaviours

UCS College Group is committed to equality, diversity and inclusion and welcomes applicants from all backgrounds and communities. We are also a disability confident employer and we'll do all we can to help with your application. Please let us know if you need to request reasonable adjustments. We encourage everyone to apply who wishes to and we believe that everyone should have an equal opportunity

Job Responsibilities
To work with learners individually or in small groups, remaining positive and calm at all times
To support students across College, in their learning wherever that learning is taking place (e.g. classroom, workshop, remote support, study skills sessions, during lunchtimes/break times, trips, residential visits, etc.)
To liaise with lecturers throughout lessons to identify appropriate support for students with learning activities.
To support students in examination situations (e.g. as a reader or scribe when required).
To work with staff to modify/amend learning resources, including the use of ILT in the development of supported learning materials and use multi-media learning resources in the support of the learning experience (e.g. enlarging, simplifying language etc.)
To work with the Head of SEMH and Learning Support Team Leader to ensure the best interests of the students are met.
To implement agreed plans and strategies developed with other staff, always displaying tact and diplomacy.
To complete accurately and timely student ILPs and online registers, ensuring the maintenance of up-to-date information concerning supported students.
To model excellent professional skills when working as part of a team with lecturers, staff and students in order to support students to achieve their individual learning goals.
To assist tutors to co-ordinate the student induction process at the beginning of each year and contribute towards initial assessments of students
To take part in relevant planning, preparation and progression meetings, including student reviews, EHCP reviews and transitional meetings.
To ensure effective communication takes place with management staff, students, customers, clients, outside agencies and other professionals, valuing other's points of view.
To provide support in the English & Maths workshop, SpLD room, ASD room if required
To attend relevant team, course or CPD meetings, training sessions or courses as required.
To follow support plans to ensure that the care and medical needs of students are met.
To promote and support an 'Inclusive' College environment for students.
To attend parents' evenings, open evening's interview days/evenings and residential as required.

To contribute to training sessions when required.
To provide all aspects of personal care if required
Other
Any other duties connected with the post as are reasonably required from time to time
As a large multi-campus organisation an effective first aid service is vital for the College. We encourage you to take part in the first aid rota and will provide training, support, and payment for the days you are on the rota
Support and promote equality and diversity at the College to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices
Support and promotes the safeguarding agenda at the College to ensure students, visitors and staff are safeguarded.

Qualifications/Skills/Knowledge/Qualities

The success of the College Group rests on a very strongly felt and shared set of values which determine its strategic direction. It is crucial that the successful candidate shares values of student-centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy of the College and working collaboratively. The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

Essential Criteria	How Measured
Hold GCSE Maths and English at Grade C or higher, or have an equivalent level 2 qualification and be confident using IT systems	Attainment certificates/personal statement
Have previous experience in a support role	Employment history/interview
Can show evidence of continuing CPD, either formal or informal, and a willingness to work towards identified relevant qualifications	Personal statement / interview
Have a clear understanding of the needs of the learners and how these may be met, taking into consideration how your actions and behaviours could influence learners	Personal statement / interview

Can demonstrate a genuine understanding and commitment to Equality & Diversity in practice and be sensitive to student, staff and client needs	Personal statement / interview
To be able to evidence excellent communication skills and highly developed interpersonal, organisational, team working and administrative skills	Interview process/personal statement
Can demonstrate a willingness and an ability to deliver personal care including toileting; preferably with previous experience of delivering personal care as a carer	Interview / employment history/personal statement
Have an understanding of safeguarding young people in education	Personal statement/Interview
Desirable Criteria	How Measured
To hold Level 3 or above in a relevant qualification	Attainment certificates
Have experience of working in a Further Education environment	Employment history
Can demonstrate an understanding of British values and the Prevent Programme	Personal statement / interview
Can demonstrate an understanding of the EHCp process and implementation	Personal statement / interview
Can demonstrate experience of preparing and evaluating learning materials including the ability to present information using ILT	Personal statement / interview
Would be willing to travel between College sites when required	Interview/personal statement
Can demonstrate previous knowledge of working with young people with SEMH	Personal Statement
Can demonstrate experience of positive behaviour management and de-escalation strategies	Personal Statement

Application Forms

Fully completed application forms should be submitted online by **12 midnight, 12 January 2026**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

Interviews

Interviews are scheduled for **20 January 2026**. Shortlisted candidates will be contacted shortly after the closing date.

CONDITIONS OF EMPLOYMENT

Working Hours

The current bank hours available are Tuesdays & Thursdays from 8.30am to 4.30pm.

Annual Leave

Holiday pay based on 26 days plus 8 bank holidays is included in the rate of pay.

Pre-employment Checks

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

Christmas Closure

It has been custom and practice for the College to close for a two-week period at Christmas each year, with the exception of some functions due to business requirements. This practice will continue, subject to any future changes in the organisation of College terms/curriculum programmes.

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Benefits

As a diverse, competitive and quality employer, we regularly review our staffing policies and our reward and benefits package. With more than 1600 staff deployed over 3 campuses and in many role types, we have a variety of contracts, terms and conditions and staff benefits. The benefits include:

Financial

- Competitive salaries, A defined benefits pension scheme (either the Teachers' Pensions or the Local Government Pension Scheme) (dependent on role)
- Perkbox – our retail and leisure discount scheme
- NUS Totum Discount Card

Family and Personal

- Generous holiday entitlement, plus bank holidays and 2-week Christmas closure.
 - Additional annual leave purchase scheme (dependent on role)
- Career break opportunities
- Childcare Centre located at our Bridgwater College, offering a 5% staff discount on childcare fees.

Recognition

- Bi-annual support and teaching staff achievement recognition (STAR) awards

- Long service celebrations and awards

Health and Wellbeing

- Employee Assistance Programme including Wisdom App
- College gym membership for as little as £15 per month (salary deduction option available), or discounted Nuffield Health gym membership.
- Cycle to work scheme
- Occupational health service
- Eye care, including free eye test and a contribution towards glasses and/or contact lenses
- Microsoft Office Package

Leisure and Pleasure

Staff are welcome to visit and can enjoy discounts at:

- Cannington Golf Centre
- The Walled Gardens of Cannington (and Tea Rooms)
- Cannington Equestrian Centre

Equality & Diversity

UCS College Group is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. UCS College Group wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position. Further information about Disclosure can be found at www.homeoffice.gov.uk/dbs