

Job Description

Role Title:	Higher Level Learning Support Assistant
Normal Place of Work:	Kingston Maurward, Dorchester
Line Manager:	Head of Specialist Learning Support

Main purpose of role

To provide advanced support to high needs learners in line with their Education, Health and Care Plans (EHCPs), working collaboratively with teaching staff and specialist support teams to enhance learners' progress and outcomes. The role includes contributing to the quality assurance cycle, leading transition arrangements, and monitoring and evaluating support interventions.

What we stand for:

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

We are Connected: Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

We are Courageous: In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

We are Dynamic: We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

We are Empowering: We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

We are Welcoming: We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

What will the job entail?

- Contribute to the college's quality cycle by conducting lesson observations and delivering constructive feedback to enhance inclusive teaching and learning.
- Provide in-class support as cover for Learning Support Assistants (LSAs), when required.
- Attend Personal Education Plan (PEP) meetings and contribute to multi-agency discussions working closely with the Safeguarding & Welfare Officer (LAC).
- Engage with parents and carers of EHCP learners to support learner development and communication.
- Develop, implement, and review behaviour management plans in collaboration with relevant staff.
- Record, monitor, and evaluate support interventions, amending strategies in response to learner needs and outcomes.

- Support LSAs to complete Additional Learning Support (ALS) plans and ensure these are kept current and relevant.
- Monitor learner attendance, analyse patterns, and implement strategies to promote and improve engagement in collaboration with Attendance Officers.
- Lead on transition arrangements for current learners and prospective applicants, including visits, planning, and liaison with external agencies and schools.
- Regularly deliver direct support to allocated learners, ensuring consistency and continuity of provision.
- Work in partnership with Specialist Learning Support Teachers to deliver tailored in-class and out-of-class interventions.
- Liaise with curriculum staff to identify high needs learners and advise on appropriate support strategies.
- Monitor progress against EHCP targets and ensure robust reviews and adjustments are carried out termly.
- Facilitate annual reviews for learners with EHCPs, ensuring all relevant documentation and feedback is completed in a timely manner and as directed by the Head of Specialist Learning Support. Facilitation of annual reviews to be carried out to support business continuity as and when strictly necessary.
- Provide structured support to learners as directed by the Head of Specialist Learning Support.

All Staff Responsibilities, regardless of role:

- Embed safeguarding into all working practices and escalate any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective employees as part of the application process.
- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.
- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

Qualifications	Essential	Desirable
English and Maths at Level 2 or above	Y	
Level 3 qualification or above in Learning Support, Education, or related field	Y	
First Aid Qualification for willingness to work towards	Y	
Knowledge and Experience	Essential	Desirable
Adherence to college policies, including Equality & Diversity, Health & Safety, and Safeguarding		Y
Training in safeguarding, behaviour support, or transition planning		Y
Experience in supporting teaching and learning and contributing to curriculum delivery		Y
Experience of working with young people with EHCPs in an educational setting	Y	
Skills and Abilities	Essential	Desirable
Commitment to safeguarding and promoting the welfare of young people.	Y	
High standards of professional conduct and confidentiality	Y	
Ability to provide constructive feedback through observation and review.	Y	
Accuracy in record-keeping and data analysis	Y	
Competence in developing and implementing behaviour support strategies.	Y	
Ability to lead and manage learner transition and progression.	Y	
Empathetic and student-centred approach.	Y	
Proactive and organised, with excellent time management.	Y	
Skilled in monitoring learner progress and evaluating interventions.	Y	
Ability to work collaboratively with teaching and support staff.	Y	
Effective communication and interpersonal skills, including with parents and external professionals	Y	
Strong understanding of SEND legislation, including EHCP processes.		Y
Personal Qualities	Essential	Desirable
Willingness to work flexibly across both campuses	Y	
Commitment to continuing professional development	Y	
Other	Essential	Desirable
Full UK Driving Licence with Business Insurance	Y	