

	Learning Development Assistant (SEND)		
Directorate:	Public Health & Wellbeing	Grade:	4 SCP 10 £16.83
Post number:		Hours/weeks:	15 hours per week/ 40 weeks / 0.46FTE / Permanent
Team:	Curriculum & Quality	Base/location:	Sutton College & Community Hubs & Online
Reports to:	Head of Curriculum & Quality SEND		
Responsible for:	Individual learners Individual and collective resources to support learners and department		

SUTTON COLLEGE JOB DESCRIPTION

Role and Context

Overall Role Purpose:	To work as a member of the Learning Development Team providing a high standard of support to learners with special educational needs, disabilities, learning and mental health difficulties in conjunction with Curriculum staff to ensure learners develop and achieve their goals.
	The post holder will have an inclusive, collaborative and collegiate approach to support learners in class or out of class and enable them to maximise their learning outcomes.
	Provide identified learners with skills and strategies that will enable them to learn and engage with their studies.
	Provide tailored support across a range of classes and levels, including during exams, to ensure learners receive the assistance they need to succeed throughout their learning journey.
	Work collaboratively with a range of course tutors, to ensure learning material, learner tracking on progress and any identified barriers to learning are planned for and well executed.
	Support with overall learner progress information, by providing detailed feedback to the learner, Head of Curriculum & Quality, tutors and other stakeholders.

Strategy

N/A

Implementation

Main Duties & Accountabilities	<p>The post holder will:</p> <p>Learner Support & Facilitation</p> <ul style="list-style-type: none"> Provide tailored learning support to individual learners and small groups across a range of classes and levels, ensuring goals are met through effective classroom support. Provide emergency class cover in the absence of a tutor to ensure continuity of learning, ensuring learners remain supervised, supported, and engaged with their set work. Promote learner independence, confidence, and positive learning behaviours using appropriate scaffolding techniques and active learning strategies. Embed English, Maths, Digital skills, and life/employability skills effectively into the support offered to enhance overall learner outcomes. Support learners with communication and accessibility needs, including the use of visual aids, simplified content, and BSL support where required. Provide dedicated support for learners with Education, Health and Care Plans (EHCPs) in line with the specific outcomes, provisions, and strategies outlined in their plans. Facilitate support during assessments, exams, and enrolment sessions, ensuring appropriate arrangements are in place for learners who declare a support need. <p>Planning, Resources & Collaboration</p> <ul style="list-style-type: none"> Collaborate with Teaching Staff and SEND Tutors to plan, implement, and evaluate innovative support strategies that maximise participation and understanding. Prepare, adapt, and create high-quality learning resources (including handouts, PowerPoints, and digital tools) to facilitate inclusive learning for those with diverse support needs. Utilise online learning portals and digital tools to extend support for learners outside of the classroom or during one-to-one sessions. Assist with classroom preparation and the setting up of learning environments to ensure they are accessible and conducive to learning. <p>Monitoring, Assessment & Administration</p> <ul style="list-style-type: none"> Monitor and record learner progress effectively, tracking their journey against learning goals and providing feedback/observations to tutors to inform future planning and differentiation. Identify additional learner needs or wellbeing concerns, escalating these to the Head of Curriculum & Quality or Tutor as required. Assist in maintaining accurate records for quality assurance, audits, and Ofsted readiness, including learner paperwork, registers, progress trackers, and updated learner profiles. Maintain organised digital and physical files for the curriculum area and assist with coordinating learner reviews and communication with external partners. <p>Environment, Inclusion & Compliance</p> <ul style="list-style-type: none"> Maintain a positive, safe, and inclusive classroom environment by addressing barriers to learning and supporting effective behaviour management. Demonstrate a strong understanding of adult learning principles and specific learning difficulties (SpLD) to employ support methods tailored to a diverse range of abilities. Promote equal opportunities and foster a respectful environment by adhering to Equal Opportunities Policies in all daily work. Implement safeguarding principles in all interactions, ensuring a secure learning environment in line with Adult Learning and community standards.
College Accountabilities <i>*All staff</i>	<ul style="list-style-type: none"> To be responsible for Health & Safety issues in all areas of own work within the guidelines stated in the College Health & Safety policy. To take responsibility for own professional development in consultation with Line Manager, and be proactive and willing to invest in own development subject to the availability of appropriate resources and job/organisational requirements. To participate in the College continuous review (appraisal) scheme and work towards achievement and/or exceeding of targets set - including carrying out the formal appraisal of subordinate staff where appropriate.

- To carry out all duties and responsibilities in accordance with all College Policies and procedures inclusive of Equal Opportunities, Safeguarding and Data Protection, core values, behaviours, maintenance of confidentiality and other relevant procedures.
- To be a proactive and effective team member working flexibly and efficiently toward the achievements of the department targets leading to the overall College strategic targets.
- To undertake any other such comparable duties as may be reasonably required by the Line Manager or his/her delegated deputy.
- Support the improvement, growth and sustainability of the College.

Person Specification

Qualifications & Experience		<i>Method of candidate assessment:</i> A = Application form I = Interview T = Test	A - I - T
Mandatory qualifications:	A. Level 2 (GCSE or equivalent) qualifications in English & Mathematics. B. Level 3 Qualification in Supporting Teaching & Learning or equivalent or willing to obtain this within the first 12 months of employment.		A
Desirable Qualifications	C. A teaching qualification for the Post 16 Sector – e.g. Level 3 award in Education & Training. D. Qualifications or certified training in Autism Awareness, Dyslexia support, Mental Health First Aid, or similar. E. British Sign Language (BSL) Level 1 or 2, or training in Language Communication Support.		A
Professional Experience	F. Proven experience working in an educational or community setting, providing support to adult learners or young people with diverse needs. G. Experience supporting individuals with Special Educational Needs and Disabilities (SEND), specific learning difficulties, or Education, Health and Care Plans (EHCPs). H. Experience using Virtual Learning Environments (VLEs), online portals, and adaptive technology to support learning. I. Experience creating or adapting learning materials (scaffolding resources, visual aids) to make curriculum content accessible. J. Experience of providing support in Adult education or Further education post 16 College/ training environment. K. Experience of working with individuals on a one to one and group basis. L. Experience of supporting learners in groups or individually who present with a range of learning difficulties or disabilities.		A/I A/I/ T A/I/ T

Person Specification

Knowledge, Skills & Competencies		<i>Method of candidate assessment:</i> A = Application form I = Interview T = Test	A - I - T

Knowledge, Skills & Competencies	<p>A. The ability to communicate effectively with a wide range of audiences.</p> <p>B. Understanding of administrative processes requirements in a relevant provision.</p> <p>C. Strong organisational skills with an ability to manage a varied workload and meet deadlines.</p> <p>D. Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Suite and management information systems.</p> <p>E. Excellent communication skills including the ability to give and receive information/advice effectively to a wide range of audiences.</p> <p>F. Ability to work quickly, accurately and to tight deadlines, managing various groups of learners and projects across a range of related subjects to ensure the College and learners are not impacted.</p> <p>G. Able to work flexibly and adapt quickly to changing circumstances, and share key knowledge with wider College staff if and when required.</p>	A/I/ T A/I/ T A/I/ T I/T A/I/ T
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Person Specification

Personal attributes – All college staff	<i>Method of candidate assessment:</i> <i>A = Application form</i> <i>I = Interview</i> <i>T = Test</i>	A - I - T
Personal attributes	<ul style="list-style-type: none"> Ability to maintain confidentiality, act with integrity, uphold ethical values, including social responsibility, equality, diversity and inclusion in line with the College PRIDE values. Can demonstrate a commitment to safeguarding and PREVENT duty. Commitment to own learning and development, with evidence of CPD. Excellent interpersonal skills. Commitment to teamwork, ability to work flexibly and under pressure. An excellent team player with a willingness to contribute to the development of the College. Forward thinking, innovative and creative thinker, with the ability to anticipate and understand challenges and opportunities and prepared to identify and consider different approaches to achieve the desired solution. 	A/I A/I A/I A/I/T A/I

Safeguarding Disclosure and Barring Service	Enhanced DBS is required, and a requirement to sign up to the update service.
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All job descriptions are subject to regular review/updates as necessary for the role.

TO BE COMPLETED BY THE JOB HOLDER: I agree the above job description:

Signature Job holder:		Date:	
Name of Job Holder:			

TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO:

Signature Line Manager:		Date:	
Job title:			