WORK AT SHIPLEY COLLEGE

Learning Support Assistant (LSA) - Community

Shipley College - Great people, great place!

Hours: 15 hours per week. Term Time Only, 36 weeks a year - Various roles available

Salary: Actual Salary £8,034 per annum (£24,523 per annum FTE)

Closing Date: Friday 4th December 2026 at 9am ***(We may close this advert early in sufficient applications have been received)***

Interview Date: TBC

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

The role provides appropriate support for learners with EHCPs and SEND including learning difficulty, neurodiversity, disability and mental health.

Supporting learners to remove barriers to learning, promote independence and provide in class support. In addition to this, to implement effective Learning Support profiles detailing support requirements, and monitoring learners' targets and reviewing progress.

To ensure all learner records are available for audit including documents that feed into Education Health and Care Plan Reviews.

The role involves support on work experience placements and in the community.

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Benefits we offer include:	We are looking for someone who
• Term time only working • Excellent holiday entitlement well in excess of statutory days. • Generous Pension Scheme • Professional Development opportunities • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Shopping discounts with discount app *qualifying period applies	• Has experience of working with people with SEND/EHCPs • Holds a level 2 (GCSE equivalent) in English Maths or a Statement of Comparability confirming equivalency • Is willing to work towards a Level 3 SEND qualification • Has strong communication skills and the ability to build positive relationships with students • Is good at problem solving • Has the ability to work well within a team and contribute to inclusive culture. • Ability to actively engage in a physically demanding role from classroom activities to outdoor break supervision.

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

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Job Description

JOB TITLE	Learning Support Assistant (LSA)
RESPONSIBLE TO	Learning Support Team Leader

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

To help learners engage, participate and achieve by providing support and removing barriers to access for those who have an identified support requirements.

DUTIES AND RESPONSIBILITIES

- Provide support to small groups and individuals in a variety of college settings including; classrooms, workshops, workplacements at the main campus in Saltaire and various venues across Bradford.
- Meet the needs of individuals with EHCPs and SEND including learning difficulty, neurodiversity, disability and mental health in all aspects of the learner journey
- Support individual learners to understand instructions, complete tasks, and build confidence.
- Guide learners through social interactions, managing behaviours and maintaining professional boundaries at all times
- Monitor, review and record progress toward targets outlined in the Learning Support Profile and/or EHCP.
- Assist with sensory and mobility needs including personal care where necessary

- Supervise learners during unstructured times such as lunch and breaks as required.
- Work closely with teaching staff to create an inclusive and supportive learning environment.
- Ensure the support provided is effective in meeting the needs of the learner and will lead to successful outcomes and progression.
- Assist with student related administrative tasks as required by the role.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, learners and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Level 2 qualifications in English Language and Maths (**must** evidence original certificates or a Statement of Comparability showing the equivalent on the interview day)
Willingness to work towards a Level 3 SEND qualification within two years of starting the role
Excellent communication skills and understanding of the importance of professional boundaries
Experience of (more than 1 year) working with individuals with SEND and/or EHCPs
The ability to maintain timely and accurate records
Self- motivated and ability to work on own initiative

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of working in an educational setting
Specialist qualifications in SEND, Neurodiversity, Mental Health
Experience and knowledge of assistive and adaptive technology
Educated at or above Level 3
Reflective practitioner with high levels of self-awareness

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Willingness to undertake training and CPD appropriate to the role
Knowledge of SEND Code of Practice and recent SEND Legislation
Knowledge and experience of Equality, Diversity and Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leadership Team

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their learners and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, learners and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of learners agree that the College is a safe place to learn
96% of learners agree that College staff are friendly and helpful

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