



**WORK AT
SHIPLEY
COLLEGE**

Learning Support Assistant (LSA)

Shipley College - Great people, great place!

Hours: 21 hours. Term Time Only 36 weeks a year.

Salary: Actual Salary £10,709 per annum for 21 hours per week. (FTE is £23,557 per annum)

Closing Date: Friday 10th October 2025 at 9am.

Interview Date: TBC

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

WELCOME TO SHIPLEY COLLEGE

Shipley College is seeking to appoint enthusiastic and committed Learning Support Assistants to support students who have Special Educational Needs and/or a Disability (SEND). LSA's play a valuable role in the Learning Support Team and work one to one, or in small groups, with students who need support in order for them to access and achieve their chosen course. Situated in Saltaire, Shipley College is committed to high standards and offers a happy, caring environment where both staff and students are encouraged to do their best.

Benefits we offer include:	We are looking for someone who has:
• Term time only working • 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 a keen desire to support young people with SEND • Holds a level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • Is calm, patient, caring and a good communicator • Enjoys working with young people and is interested and committed to meeting their individual needs • Is able to work flexibly and contribute effectively as part of a team

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.

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 students achieve by providing additional support to those who have an identified support need.

DUTIES AND RESPONSIBILITIES

- To provide support to groups and individual students in classrooms, workshops and in the community, for example travel training, skills for independence and work placements.
- To meet the needs of individuals with a disability or learning difficulty as identified during the application and enrolment process or as deemed necessary by the Head of Learning Support. On agreement, this may include personal care and basic health and hygiene matters.
- To ensure identified students are assisted to access the curriculum and complete work as required by the class tutors.



- To support the tutors in promoting the behaviour that is required in order to maintain a positive and productive learning environment.
- To ensure the support provided is effective in meeting the needs of the learner and will lead to a successful outcome and progression.
- To assist with student related administrative and clerical duties such as progress reports.

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, students 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.

ON AGREEMENT - ADDITIONAL DUTIES FOR THOSE WHO SUPPORT STUDENTS WITH PERSONAL CARE:

- To provide personal care support to learners.
- To complete relevant records and perform administrative duties relating to learners with additional support needs on a daily basis.
- To have regard to the safety, medical status and emotional well-being of learners under supervision at all times.
- To safely use aids and equipment in a manner that respects the dignity of the learner. For example: electric hoists, wheelchairs, standing frames.
- To encourage, remind, assist and administer medication.
- To support learners with other personal needs such as eating and drinking.

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 on the interview day)
Able to keep accurate records and share appropriately
Excellent interpersonal skills, and ability to flex communication style for different people / groups.
Aspiration to work with young adults who have SEND
Able to show empathy and understanding while maintaining professional boundaries
Be self motivated and use personal initiative within a structured framework

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 with young people with SEND
Experience of having worked with young adults in a formal setting such as youth work, school, college or a training provider
Work well under pressure and cope with the physical and mental demands of the role
Willingness to undertake training and CPD appropriate to the role

DESIRABLE CRITERIA

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

Level 2/3 Qualification in learning support or related specialism
Good level of general education beyond level 2
Knowledge and experience of Equality, Diversity and Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Principal



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. I am 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 students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students 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.

Diana Bird
Principal

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

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

98% of students agree that the College is a safe place to learn.

97% of students agree that College staff are friendly and helpful.

