

Job Description

Job Title:	LEARNING SUPPORT LEAD
Salary:	Expected to be in the region of £26,000 - £28,000 per annum , Subject to approval and confirmation of funding.
Hours:	Full time
Contract Type:	Permanent
Responsible to:	Learning Support Manager
Job location:	Greenbank College, Greenbank Lane, Liverpool L17 1AG Note: Employees are required to be flexible in their approach to working location and may need to work from other sites.
Direct Reports:	Learning Support Assistants (LSA).

JOB PURPOSE

The Learning Support Lead (LSL) is responsible for leading the delivery of high-quality learning support for students with additional learning needs, ensuring they are fully included in all aspects of college life and achieve positive educational outcomes.

Working closely with the Learning Support Manager (LSM), Health and Personal Care Lead (HPCL), curriculum teams and external agencies, the postholder will lead a team of Learning Support Assistants (LSAs) to deliver effective classroom, individual and small-group support that promotes learner independence, achievement and progression.

The role is responsible for the day-to-day operational management of the Learning Support Assistant team, ensuring support is effectively planned, deployed and evaluated to meet learner needs, statutory requirements and College priorities.

Key Responsibilities

1. Learning Support Provision

- Lead the delivery of high-quality classroom-based learning support for learners with identified additional learning needs.

- Ensure learning support is planned and delivered in accordance with Education, Health and Care Plans (EHCPs), learner profiles and agreed support plans.
- Work collaboratively with curriculum teams to identify appropriate support strategies that enable learners to participate fully in learning.
- Monitor the effectiveness of support provided and adjust deployment to maximise learner progress and independence.
- Promote inclusive teaching practices and advise curriculum staff on reasonable adjustments and differentiated approaches.
- Support learners to develop confidence, resilience, independence and employability skills.
- Ensure learners receive appropriate support during lessons, assessments, enrichment activities and work placements where required.

2. Learner Support, EHCPs and Assessment

- Contribute to the assessment of learners requiring additional learning support.
- Support the implementation, monitoring and review of Education, Health and Care Plans (EHCPs).
- Work with curriculum teams to ensure learner support reflects identified needs and agreed outcomes.
- Assist in identifying learners requiring examination access arrangements and contribute evidence to support applications.
- Monitor learner progress, attendance and engagement, ensuring timely interventions where concerns arise.
- Contribute to learner reviews, annual reviews and multi-disciplinary meetings as required.
- Promote learner voice and ensure learners are actively involved in planning and reviewing their support.

3. Leadership and Operational Management

- Lead, motivate and manage the Learning Support Assistant team to deliver consistently high standards of learner support.
- Coordinate daily deployment of Learning Support Assistants across curriculum areas to meet learner needs effectively.
- Produce and maintain staff rotas, timetables and cover arrangements, including agency staff where appropriate.

- Recruit, induct, supervise, appraise and support the professional development of Learning Support Assistants.
- Conduct observations and quality assurance activities to monitor and improve the quality of learning support.
- Set, monitor and review individual and team performance objectives.
- Promote effective communication, collaboration and professional practice across the Learning Support team.

4. Partnership Working and Transition

- Work collaboratively with curriculum teams, parents, carers, local authorities and external agencies to ensure coordinated learner support.
- Support transition arrangements for prospective learners with additional learning needs, contributing to assessments and support planning.
- Participate in learner reviews, transition meetings and annual EHCP reviews.
- Develop positive working relationships that promote effective communication and successful learner outcomes.
- Liaise with external professionals where appropriate to ensure support strategies remain current and effective.

5. Quality Assurance, Compliance and Continuous Improvement

- Ensure learning support services comply with College policies, statutory guidance and the SEND Code of Practice.
- Monitor the quality and effectiveness of classroom learning support and implement improvements where required.
- Use College information systems to monitor learner support, deployment, attendance and outcomes.
- Produce reports and management information to support quality assurance and operational planning.
- Promote innovative approaches to learner support that improve learner achievement and independence.
- Ensure learner records and support documentation are accurate, current and compliant with data protection requirements.

General Responsibilities

The postholder will:

- Promote equality, diversity and inclusion across all aspects of College life.

- Actively safeguard and promote the welfare of children, young people and vulnerable adults.
- Participate in safeguarding procedures, Prevent responsibilities and mandatory training.
- Promote a positive culture of health, safety and wellbeing.
- Attend team meetings, training and professional development activities.
- Participate in College appraisal, quality assurance and self-assessment processes.
- Undertake other duties appropriate to the grade and nature of the post as reasonably required by the Learning Support Manager.

Leadership Expectations

The Learning Support Lead will:

- Demonstrate visible, inclusive and learner-centred leadership.
- Lead by example in delivering outstanding learning support.
- Promote high expectations for learner achievement, independence and progression.
- Develop a motivated, skilled and high-performing Learning Support Assistant team.
- Foster collaborative relationships across curriculum and support services.
- Champion inclusive practice and equality of opportunity.
- Support continuous improvement through coaching, mentoring and quality assurance.
- Ensure resources are deployed effectively to maximise learner outcomes.

Relationships

The Learning Support Lead will work closely with:

- Learning Support Manager
- Health and Personal Care Lead
- Curriculum Managers and teaching staff
- Skills, Achievement and Progression Tutors
- Exams and Quality teams
- Local Authorities
- Parents, carers and external professionals
- Learning Support Assistants

- Health and Personal Care Assistants

Review Statement

This job description outlines the principal responsibilities of the post at the time of issue. It is not intended to be exhaustive and may be amended periodically to reflect the changing needs of the College. Any significant changes will be discussed with the postholder.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Values and Behaviours		
Valuing our people by ensuring our staff and learners reach their full potential.	✓	
Taking ownership by setting high expectations and standards and striving to achieve excellence in all that we do.	✓	
Being open and honest and demonstrating a professional attitude at all times.	✓	
Qualifications		
Level 3+ qualification in learning support or education (e.g., Supporting Teaching & Learning, SEND, Education, Youth Work).	✓	
Safeguarding and Prevent training or willingness to complete immediately.	✓	
First Aid training or willingness to obtain.	✓	
Evidence of continuous professional development in SEND, inclusion, or learner support.	✓	
Level 2 in Maths and English or equivalent	✓	
Hold a qualification in Assessing for Access Arrangements – Level 7 or willingness to achieve this		✓
Level 4+ SEND or education qualification (e.g., HLTA, Certificate in Education, Autism/ADHD specialist training).		✓
Experience and knowledge		
Leading or supervising support staff within education, SEND or youth settings.	✓	
Delivering classroom-based learning support for learners with a range of additional learning needs.	✓	
Working with EHCPs , learner profiles and support plans.	✓	
Collaborating with curriculum teams to implement reasonable adjustments and differentiated strategies.	✓	
Monitoring learner progress, engagement and attendance, and implementing timely interventions.	✓	
Producing rotas, timetables and deployment plans for support staff.	✓	
Conducting observations , feedback and quality assurance activities.	✓	
Contributing to annual reviews , multi-disciplinary meetings and transition planning.	✓	
Supporting learners during assessments, enrichment and work placements	✓	
Strong understanding of the SEND Code of Practice and statutory responsibilities relating to additional learning needs.	✓	
Knowledge of inclusive teaching practices , differentiation and learner-centred support strategies.	✓	
Understanding of examination access arrangements and evidence requirements.	✓	
Familiarity with data protection , confidentiality and accurate record-keeping.	✓	
Awareness of barriers to learning , including cognitive, communication, behavioural and emotional needs.	✓	
Knowledge of learner independence frameworks , resilience-building and progression pathways.	✓	
Strong understanding of the SEND Code of Practice and statutory responsibilities relating to additional learning needs.	✓	

Knowledge of inclusive teaching practices , differentiation and learner-centred support strategies.	✓	
Understanding of examination access arrangements and evidence requirements.	✓	
Familiarity with data protection , confidentiality and accurate record-keeping.	✓	
Awareness of barriers to learning , including cognitive, communication, behavioural and emotional needs.	✓	
Experience working in Further Education or specialist SEND settings		✓
Experience supporting learners with complex needs , including communication difficulties, SEMH or neurodiversity.		✓
Experience contributing to transition assessments for prospective learners.		✓
Experience delivering small-group interventions (e.g., literacy, numeracy, social skills).		✓
Skills and Competencies		
Leadership and team development: ability to motivate, coach and build a high-performing LSA team.	✓	
Strong communication skills with learners, staff, families and external agencies.	✓	
Ability to plan, deploy and evaluate learning support effectively across curriculum areas.	✓	
Skilled in problem-solving , adapting support strategies and responding to emerging learner needs.	✓	
Competent in using college information systems to track support, attendance and outcomes.	✓	
Ability to deliver clear feedback , conduct observations and support staff development.	✓	
Strong organisational skills: managing rotas, cover, timetables and multi-agency communication.	✓	
Commitment to promoting independence, resilience and learner voice .	✓	
Personal Attributes		
Inclusive, learner-centred and committed to high expectations for all students.	✓	
Confident, visible and supportive leadership style.	✓	
Empathetic, patient and able to build trust with learners and staff.	✓	
Resilient, calm and professional when managing complex or sensitive situations.	✓	
Reflective, proactive and committed to continuous improvement.	✓	
Strong commitment to equality, diversity and inclusion .	✓	
Able to foster positive relationships and collaborative working.	✓	
Additional Requirements		
Willingness to work flexibly to meet learner needs.	✓	
Commitment to ongoing training, safeguarding updates and professional development.	✓	
Ability to maintain high standards of compliance, documentation and confidentiality	✓	