



Job description			
Job title	High Needs Learning Support Assistant		
Grade	D		
Directorate	Children's Services		
Service/team	Inclusion & Education		
Accountable to	High Needs Senior Tutors		
Responsible for	Flourish FE Learners		
JE Reference		Date Reviewed	July 2025

Purpose of the Job

To work with and support individuals and groups of high needs learners under the supervision and direction of Senior Tutors and Tutors with main responsibility around 1-2-1 support. This will include, transportation of learners, contribution to curriculum development and lesson plans as well as assisting in the preparation, delivery and assessment of learning.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Teaching, Learning and Assessment

(Under the supervision and direction of Tutors and Senior Tutors)

1. To assist with supporting new learners during the initial assessment and transition process as directed by the tutors and senior tutors.
2. To establish productive working relationships with learners, acting as a role model and setting high expectations.
3. To provide support to learners as supervised and directed by tutors and in response to individual needs identified in learner EHCPs and BSPs. Ensuring tutors are informed of learner achievement/progress and record Individual Learner Targets accurately on a daily basis.



4. To assist in the physical production of classroom resources and the learning environments, such as symbols, timelines and schedules, ensuring they are ready for each session.
5. With guidance and training, to support learners to self-regulate and manage challenges allowing them to engage in all aspects of learning activities, within the classroom and the community. This will include physical activities, sport and swimming, appropriate to the individual outcomes and needs of individual learners, promoting self-esteem and independence and to recognise and reward achievement.
(This will include support of learners as necessary to assist in movement both around the provision and out in the community, including to and from the provision.)
6. To monitor and record learner responses to learning activities against learners' individual learning targets; Identifying progress and providing contextualised evidence of the progress.
7. To file and store records of progress, ensuring the availability of appropriate evidence when required.

Pastoral Support and Care

8. To drive the provision vehicles to transport learners to and from the provision each morning and afternoon (from either home addresses or respite care) in accordance with the plan for each day. When required drive the vehicles to community learning settings during the college day.
9. To maintain necessary pastoral support for learners so that effective learning can take place; promoting effective inclusion of all learners.
10. To deal with the personal care and comfort of learners in relation to welfare, health, hygiene, toileting, dressing, feeding, mobility and administering of medicines, as required, subject to having completed any necessary training.
11. To ensure that you report to your line manager who is made aware and kept fully informed of concerns which you may have in relation to safeguarding and protection of the learners.

Communication

12. To liaise where appropriate (or as guided by the tutor or senior tutors), with parents, carers, staff, external agencies and other providers to promote achievement and progress of learners and ensure continuity of support and safeguarding. Participating as required in meetings with professional colleagues and parents in respect of the duties and responsibilities and contributing when invited towards the EHCP review process.



Organisational and Self Development, Improvement and Planning

13. To comply with all provision policies and in particular the procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.

14. To contribute to the provision's self-assessment and quality improvement plans as required.

15. To undertake all training and refresher courses as required and identified by the role within the provision, including personal and professional development training identified through performance management and development reviews as required.

Additional Duties

16. To undertake any other duties in accordance with the necessity of the role, and work in accordance with Knowsley Better Together Staff Qualities.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.