

ROLE DESCRIPTION

1. JOB TITLE: Specialist Learning Support Assistant SEND

2. CONTEXT

West Herts College and Barnfield College are general Further Education colleges offering a broad portfolio of courses to the local community. These include full-time and part-time further education, higher education, work-based learning, and community learning programmes.

The Special Educational Needs and Disabilities (SEND) team provides a wide range of support for students with learning difficulties and/or disabilities, including those requiring English and maths support, to ensure they can access and thrive within the educational opportunities offered by the College.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: SEND Manager

4. MAIN PURPOSE OF JOB

This role sits within the SEND team, working in partnership with teaching employees to plan and deliver high quality and responsive learning support for students in a range of learning environments. The role involves delivering specialist one-to-one and small group interventions to develop study skills and working collaboratively with curriculum employees to ensure appropriate adaptations are made in line with the SEND Code of Practice, supporting the EHCP process.

Specialist Learning Support Assistants will promote inclusive learning strategies and SEND awareness across the college through facilitating cross-college CPD and sharing good practice, to remove barriers to learning for students, apprentices, and trainees with SEND.

5. MAIN DUTIES AND RESPONSIBILITIES

- Develop and deliver one-to-one and small group interventions both in and out of class to support SEND learners' study skills, and independence.
- Promote inclusive learning strategies and encourage learner independence.
- Employ and model specialist support strategies that enable learners to access the curriculum and achieve positive outcomes.
- Promote the innovative use of assistive technologies and adaptive strategies to enhance learner independence and engagement.
- Monitor learner progress, attendance, and engagement, using data to inform interventions and improve outcomes.
- Contribute to the evaluation of the effectiveness of interventions, adapting approaches in response to learner progress and emerging needs.
- Contribute to the preparation and updating statutory reports and documentation related SEND paperwork such as Exam Access Arrangement, EHCPs and SEND assessments.
- Lead annual review meetings in collaboration with learners, families, and external professionals.

- Take responsibility for ongoing professional development, staying up to date with SEND best practice and emerging research.

Transition and Preparation

- Lead and contribute to structured transition processes for prospective learners with SEND, ensuring a smooth and supportive progression into college.
- Develop strong partnerships with feeder schools and external agencies to gather high-quality transition information and ensure continuity of support.
- Engage with applicants and their families to identify needs, expectations, and appropriate support strategies.
- Create and maintain learner support profiles based on transition data (including EHCPs and professional reports), ensuring these inform curriculum planning and delivery.
- Participate in transition events including school visits, open days, and taster sessions, promoting inclusive pathways into the college.

Collaboration and Curriculum Support

- Work in close partnership with curriculum employees to develop inclusive teaching approaches and effective differentiation strategies.
- Provide specialist advice and guidance to employees on meeting individual learner needs, promoting a person-centred and holistic approach.
- Collaborate with internal teams and external professionals to ensure coordinated and effective support for learners.
- Maintain clear and purposeful communication channels between ALS, curriculum teams, and wider services.
- Contribute to the development of inclusive teaching practice across the college through coaching, modelling, and targeted CPD delivery.
- Design and facilitate staff development activities to share effective strategies for supporting learners with SEND.
- Contribute to quality assurance processes, including observation, review, and evaluation of SEND provision, identifying areas for continuous improvement.
- Promote a culture of reflective practice and innovation within the ALS/SEND team and across curriculum areas.
- Support team development through mentoring, peer support, and collaboration.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and employee and student activities.
- Participate in training and team development activities, to update skills and knowledge.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of their contribution to such priorities.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people, and vulnerable adults.

- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.