YEOVIL COLLEGE – JOB DESCRIPTION

Job Title: Learning Support Practitioner

Department: Preparation for Life & Work

Responsible to: CAM Preparation for Life & Work

Hours: 25 hours per week, term time only

Salary: YC3.3 - FTE £24,522, Actual £13,472

Date of Issue: November 2026

1. Job Purpose

To assist and support individuals and groups of learners with special educational needs and general learning needs, to enable them to successfully access further education and development at Yeovil College.

2. Key Roles & Accountabilities

- To support students in a blended approach; 1:1, small groups or remotely. To enable them to get the most out of their education and achieve the best possible outcome as directed with a case load of students.
- To foster positive relationships with college staff and stakeholders to include parents/carers.
- To work with teaching teams and support the fitness to study process to action plan and provide and monitor strategies to support learners to achieve their best possible outcomes.
- To be the liaison between the learner and the curriculum team and business support to encourage the learners to take an active role in their life and learning, such as time management, organisational skills, interpersonal skills, motivation, budgeting and making appropriate life choices and keeping themselves safe.
- To liaise with SENCo and lecturing staff to develop strategies and targets to support learners needs to maximise their potential including creating and adapting contextualised resources.
- To provide personal care for students where appropriate which may include feeding, administering medication, physio, toileting, changing incontinence pads, along with cleaning intimate areas in a way that is discreet and respectful of personal boundaries.
- To take responsibility of small group work or activities under the supervision of lecturer both onsite and offsite.
- To keep accurate records using college systems of pastoral and learning support given including supporting and addressing targets on ILP's and EHCP's.
- To liaise with SENCo and CAM Preparation for Life & Work for the types of support and strategies to be used with learners.

- To respond to actions from curriculum via ProMonitor and email for students e.g non or poor attendance, poor motivation, ill health, positive comments and rewards.
- To monitor risk assessments in liaison with teaching teams and CAM Preparation for Life & Work to keep themselves and others safe and in learning.
- Work within the Preparation for life & work teaching team to play an active role contributing towards the development and success of the Enrichment Programme as appropriate.
- To support relevant staff with transitions and facilitate the experience of learners coming to the college. To meet with learners and engage in tours. To provide continuity during their time at college as long as necessary to enable the learner to achieve.
- Working on a rota basis to cover lunchtimes as well as before-and-after college sessions where appropriate.
- To have regular meetings and communication to work cohesively as a team and to cover for other LSPs when requested.
- Keeping accurate records of contact time.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

Yeovil College – Person Specification
Post: Learning Support Practitioner

	Essential	Desirable
Previous Experience	• A strong interest in working with young people with SEND. • Understanding of additional learning need. • Experience of working as part of a team. • Managing learning workloads and pressures. • To motivate and facilitate young people to overcome barriers to learning or achieving goals. • Problem solving and taking action to keep a young person focussed on their goal.	• Knowledge of current legislation relating to SEND including EHCPs • Experience of working directly with young people with SEND. • Knowledge of Microsoft Teams • Knowledge of MyConcern or CPoms • Knowledge of Safeguarding • Working with external agencies and understanding of the Early Help process and working within a multi-agency approach • Working in a THRIVE or ELSA environment • Experience of positive behaviour support.
Qualifications	• Level 2 English and Maths (or equivalent) or commitment to gaining within one year of commencement of employment. • Level 3 Award in Supporting Individuals with Learning Disabilities, or willingness to work towards.	• Specialist qualifications in SEN
Special Skills/Aptitudes	• Able to demonstrate flexibility and creativity. • Passionate about working with young people and vulnerable adults. • Able to engage and communicate well. • Both self-motivated with a 'can do' attitude and ability to motivate others. • Responsive. • Respect for confidentiality.	• Excellent IT skills

	• Flexible approach to working. • Proactive. • Team Player. • Work well under pressure and be able to prioritise. • Able to provide intimate personal care.	
Personal Attributes	• Empathic • Resilient • Consistent • Tenacious • Approachable • High expectations for self and learners • Starter and completer • Effective communicator	
General	• Able to work occasional evenings by prior arrangement unless part of role • Some weekend work by prior arrangement. • Flexibility with working hours.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf