



Job Description:

The Bridge – Learning Support Assistant

(Term Time plus 2 weeks)



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REF: LSU046-845**

The role:

The Learning Support Assistant (LSA) will work as part of a supportive, multidisciplinary team at The Bridge, a specialist post-16 centre for young people who experience barriers to accessing mainstream education and are in receipt of and EHCP. The post holder will provide consistent, relational and practical support to learners across all aspects of the school/college day, enabling them to engage positively in learning, develop independence, and achieve their potential.

Responsible to:

The postholder is responsible to The Bridge: Centre Manager

Key Accountabilities and Responsibilities:

- Provide high-quality learning support to students across a range of settings including classrooms, workshops, work placements, external trips, and communal spaces.
- Support students on a 1:1, small group, or shared basis, adapting approaches to meet individual needs.
- Assist students with a range of learning activities, including:
 - Note-taking and organisation skills
 - Differentiation and breaking tasks into manageable steps
 - Portfolio building and completion of practical tasks
 - Motivational support and maintaining engagement
 - Promoting independence, confidence, and social development
 - Supporting students in managing behaviour and staying on track
- Supervise and support students during break/lunch times, trips, and residential activities where required.
- Accompany students using public transport to and from work placements or community visits where required.
- Provide in-workplace support to enable students to access and sustain meaningful placements where required.
- Support and guide students during offsite activities and visits, ensuring safety and engagement.



- Supervise students boarding and leaving transport where necessary.
- Liaise effectively with all staff to support student progress and wellbeing.
- Contribute to Student Support Plans, regularly reviewing and reporting progress against targets, particularly soft skills and independence outcomes.
- Provide accurate information for student reviews, including contributions to EHCP reviews.
- Record required information on college systems to support monitoring and statutory processes.
- Undertake administrative tasks, as directed by the Centre Manager or Director: Learning Support and Inclusion, particularly when not engaged in classroom support.
- Attend daily and weekly briefings
- Participate in mandatory staff development and training activities.
- Contribute to observation processes to ensure high-quality practice and consistency of support.
- Provide examination support for students, including acting as a reader, scribe, prompt, or invigilator, in line with regulations.
- Safeguarding and promoting the welfare of students and the wider college community is an essential responsibility of this role.
- Adhere to all college policies and procedures, including those relating to safeguarding, equality, and inclusion.
- Undertake any other reasonable duties, including administrative tasks, as directed by the Centre Manager or Director: Learning Support and Inclusion
- The post-holder may be required to work some evenings or weekends in line with provision needs.
- Apply trauma-informed practices in all aspects of the role, creating a safe, consistent, and supportive environment that promotes trust, emotional regulation, and student engagement.
- Support the development of students' independence, resilience, social skills, and readiness for next steps, including employment and community participation.
- Contribute to a culture of inclusive practice, high expectations, and continuous improvement within The Bridge provision.



- Use Team Teach strategies and approaches to support positive behaviour, including proactive de-escalation, relational practice, and safe responses to distressed or dysregulated behaviour.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 3 or equivalent qualification	E	A
Level 2 qualification, or equivalent, in Literacy and Numeracy Qualification.	E	A
Support qualification at Level 2 (or a willingness to undertake and achieve within 2 years).	E	A/I
Have undertaken safeguarding training in the last 12 months.	E	A/I
Willing to undertake other training as appropriate as directed by your Line Manager to enable you to be up to date and suitably skilled as an LSA	E	A/I
Willing to undertake Team Teach training, First Aid training and Trauma Informed training upon appointment	E	A/I

Experience		
Experience of offering student support on a 1:1, shared or group basis.	E	A/I
Experience of providing support to adults/over 16s.	D	A/I
Experience of working in an FE or specialist setting would be an advantage.	D	A/I

Knowledge, Skills and Attributes		
Excellent communication/interpersonal skills – written and verbal.	E	A/I
Ability to empathise with students and their needs.	E	A/I
Ability to work in team.	E	A/I
Ability to maintain accurate records.	E	A/I
Ability to work under own initiative within guidelines.	E	A/I



During lessons, if required, you must be able to listen and write accurate concise lesson notes that are grammatically correct and that can be used by students.	E	A/I
Be able to assist students with practical tasks.	E	A/I
Understanding different levels/needs of students.	E	A/I
Be able to accompany and support students both on and off College site	E	A/I
Good working knowledge of IT.	D	A/I
Understanding of trauma-informed practice and its impact on learning, behaviour, and engagement	E	A/I
Understanding of strategies to support re-engagement and transition into mainstream education	E	A/I
Knowledge of dysregulation support approaches, including de-escalation and restorative practice	E	A/I
Ability to build positive, trusting relationships with young people who may be disengaged or vulnerable	E	A/I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£17,140.17 - £17,801.60 per annum

For information, the full time, all year-round equivalent is £24,177.00 to £25,110.00 per annum.

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.



Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,062 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' (194 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Monday 15th June 2026 (10:00am)

Interviews will be held: Thursday 25th June 2026



Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

