
	Role Profile
Job Title	Learning Support Assistant Team Leader (Coaching and Mentoring)

Salary range	Point 35
Contract	Full time
Main location	Portland College
Hours and basis	37.5
Reports to	Operations Manager Further Education
Date of issue	December 2025

Why Portland College needs this role
Portland College is an Outstanding, vibrant national college for disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised programme. The curriculum is underpinned by a range of accredited qualifications. We deliver a specialised sensory curriculum for learners with more complex needs.
What you will be doing
<p>Purpose of role</p> <ul style="list-style-type: none"> • Coach, mentor and line manage Learning Support Assistants to ensure PBS strategies are being effectively implemented. • Actively participate in the quality assurance of PBS Learning Support Assistants intent, implementation, impact and evidence gathering. • Work as part of a multi-disciplinary team of professionals in making positive contributions to help raise standards of learner achievement, by ensuring learners and staff receive effective and efficient support. • Support the provision for positive behaviour management, through mentoring Learning Support staff and providing a positive role model approach. • Liaise with other staff in planning, evaluating and adjusting learning activities as appropriate to meet the needs of individuals and review the impact with the support of HoFQ/PBL Lead and Operations Manager. • Support with rota cover for Learning Support Assistants on a daily basis under the supervision of the Operations Manager.
Key results we want to see from this role
<ul style="list-style-type: none"> • Professionalise the role of the Learning Support Assistants • Learning Support Assistants working at good or better in line with Education and Training Foundation standards and the EIF • PBS Plans being regularly reviewed and updated to meet expected standards. • Staff actively working in line with PBS Plans. • Learning Support Assistants to have a strong positive attitude and resilient approach.
Dimensions of the role
<ul style="list-style-type: none"> • Coach and Mentor through supportive action plans Learning Support Assistants to ensure quality improvements to the expected standard

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Key work relationships
<ul style="list-style-type: none"> • Operations Manager • Learning Support Assistant Team Leaders • PBS Co-Ordinators • PBS Team Leader • PBS Learning Support Assistants.

Other information
<p>Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.</p> <p>Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.</p> <p>Other Duties & Responsibilities</p> <ul style="list-style-type: none"> • Such other duties as the management may from time to time reasonably require <p>The above role profile is not all encompassing and is subject to regular review. I have read and accept the duties and responsibilities outlined in this role profile.</p> <div> <div>_____</div> <div>Signature of post holder</div> </div> <div> <div>_____</div> <div>Date</div> </div>