



Role Profile

Job Title

Learning Support Assistant – Generalist

Salary range

Contract

Permanent

Main location

Portland College (Main Campus)

Hours and basis

38 weeks – contracts between 15 and 35 hours per week

Reports to

Learning Support Assistant Team Leader

Date of issue

September 2026

Why Portland Charity needs this role

Portland College is an Outstanding vibrant national college for people with a wide range of disabilities and associated learning difficulties.

The curriculum is underpinned by a range of accredited qualifications and RARPA Non-accredited study. We deliver a specialised sensory curriculum for learners with more complex needs. Our Learning Support Assistants provide crucial support to learning and teaching staff ensuring we meet the educational, care, therapy and wellbeing needs of our learners and citizens.

What you will be doing

- Provide general support to tutors, managers and learners in order to meet the educational, care, therapy & well-being of individuals and groups.
- Facilitate a range of learning activities for diverse groups or individual learners under the guidance of tutors and managers.
- Work with tutors to monitor and record progress against individual targets.
- Provide support with emergency medication and additional health needs.
- Work with tutors and managers to discuss learners' needs, track their development, and help decide what support they may need to succeed.
- Support learners with personal care, meals and breaks while promoting dignity and independence.
- Work with tutors, therapists, support staff and other professionals; contributing appropriately to meetings.
- Support learners during behaviours that challenge, using appropriate training and strategies to regulate the individual.
- Support learners on internal and external work experience as required.
- Ensure health and safety requirements are followed in line with policies and procedures, including reporting any accidents, incidents, or other adverse events.

Key results we want to see from this role

- Learners make strong progress towards the goals set in their Individual Learning Plan (ILP) and Education, Health and Care Plan (EHCP), with a focus on preparing them for work, greater independence, and adult life.
- Support removes barriers to learning and encourages independence, helping learners take more responsibility for their own development and progress.
- Be a positive role model and follow our standards and expectations.

Dimensions of the role

- You will be working with a team of highly motivated teaching and support staff and provide flexible support as directed.



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Key work relationships

- Learning Support Assistants
- Subject Tutors and Progression Tutors
- Learning Support Assistant Team Leaders
- Curriculum Managers
- Support teams including Positive Behaviour Support, Therapies and Information, Advice and Guidance.

Working Environment

- Work flexibly to meet the needs of the provision and learners, Monday to Friday, 09:00–16:30, with a 30-minute break.
- The role will be based on the main Portland but you may be required to support learners off site or at our other campuses.

Other information

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, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

I have read and accept the duties and responsibilities outlined in this role profile.

Signature of post holder

Date