FAIRFIELD
Support us.
Empower young people.
Charity No. 273924

Fairfield Trust Job Description and Person Specification

Job title: **Learning Support Assistants – Fixed Term Contracts, Term Time Only**	
Work base: **Fairfield College, Dilton Marsh**	Team**: Education**
Hours of work: **Full Time 32.25 hours per week 08.40 – 15.15 M-F (16.15 Tuesdays) term time only.** There is some flexibility with working days (0840 - 1515 is not negotiable). Where fewer days are required, please include a covering letter clearly stating your availability.	Salary: **£19,748.16 per annum (Based on 32.25 hours per week, Term Time Only)**

Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website:

This role involves regulated activity, a DBS check will be required before appointment is confirmed.

Job context and purpose

Fairfield Trust is a local, independent charity. Its core areas of operation include an independent specialist college for young people with additional needs, alongside residential care services. In addition, Fairfield provides practical learning and work placement opportunities through its commercial ventures: The Weavers, a community pub in Dilton Marsh, and the Fairfield Animal Centre, a visitor attraction and café located within Southwick Country Park, Trowbridge.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:
Teamwork: We hold ourselves and each other to account, and are better when we work together
Compassion: We act with trust, honesty and kindness in everything we do
Inclusion: We treat each other fairly and with respect
Innovation: We encourage thoughtful, creative and aspirational ideas
Pride: We encourage each other to be proud of who we are and what we do

You will have experience of supporting young people with mild, moderate and profound, severe learning and/or physical disabilities. You should have a track record of achieving excellent outcomes in supporting and caring for young people with learning disabilities in an educational setting.

Additionally, you will be self-motivated and able to work independently, prioritising your workload. This post reports to the Additional Learning Support Manager. This is a fixed-term contract, term time only post.

Fairfield Trust is an independent education provider and as such, it is often usual to have approx. 2 weeks additional leave over the summer (compared to most Wiltshire schools).

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Main duties

- Provide a safe, caring and supportive environment for students with learning disabilities in structured sessions
- Contribute to the development and implementation of learning support strategies, facilitating individuals or groups to fully access and participate in sessions and the wider college community
- Provide support to individuals to enable them to learn new skills in; classroom settings, around the college site and outdoor settings e.g. horticulture and animal care
- Manage aspects of personal care with both dignity and respect for people with learning disabilities in line with Trust standards, policies and relevant individual care plans
- Support and understand each individual student's needs and be familiar with these as identified in their ILP and EHCP, and be prepared to undertake training, where necessary
- Administer medication to students according to procedures, policies and risk assessments, monitor student's health needs and report health issues appropriately
- Work as part of the college staff team, attending meetings and working with colleagues to ensure students have a positive and fulfilling experience at college
- Keep the required written and computer records for student progress, behaviour and support and contribute to student progress by recording in both electronic and hard format student progress and achievement, identifying areas for development
- Support students to develop skills for life (literacy, numeracy and communication) within practical situations
- Support students to develop social skills and interact with other students and support the social and emotional development of students and their interaction with others, reporting any issues as necessary in line with current college policies and legislation
- Handle responsibly and sensitively any confidential information of a personal nature relating to students
- Work at all times within the framework provided by the college's policies and procedures and current legislation, ensuring all written and electronic records and documentation are accurately maintained
- Attend regular staff meetings and compulsory training days and participate in activities to ensure that the college continues to maintain the standards required by its funding bodies, the Commission for Social Care Inspection and Ofsted
- Participate in observations and annual appraisals to promote good practice and inform professional development
- Where appropriate, driving licences are held and college vehicle training is provided, allowing staff to escort students to external visits/work experience
- Actively promote inclusive practice within the college setting, this includes challenging discrimination and advocating for the rights of the young people
- Encourage students to participate in learning activities as directed by the Tutor and to act independently, as appropriate, providing the support needed
- Carry out administrative duties, such as preparing classroom resources under the guidance of the Additional Learning Support Manager, Senior Learning Support Assistants, Behaviour and Intervention Leads or Tutors
- To provide/assist with extra-curricular activities under guidance from the Additional Learning Support Manager
- To work with the Behaviour and Intervention Leads in identifying challenging behaviours, implementing effective strategies, in line with college policies, procedures and undertaking any training provided
- Assist other staff in delivering programmes of work devised by other professionals including (but not limited to) physio programmes and positioning of students, speech and language therapy programmes, occupational therapy programmes

- Providing appropriate levels of intervention with regard to incidents of challenging behaviour within a SLD, PMLD, ASD setting, following full training
- To support students on work placements, work based learning or external placements as directed
- Undertake continuing professional development as directed by your line manager
- Any other duties that may reasonably be requested

Supervision/management of people

Supervise students as necessary on and off site during the working day.

Contacts and relationships

The post holder will:

- Report to the Additional Learning Support Manager
- Work with Senior Learning Support Assistants
- Work with Curriculum Tutors, Behaviour and Intervention Leads and the Learning Support Team.
- Work with the wider-Trust staff.

What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Corporate Eye Care Scheme
- Training & Development opportunities

Information technology

Daily use of computers that require excellent IT skills and will include using, SchoolPOD, Word, Excel and web-based software.

Knowledge of educational management information systems (MIS).

Financial responsibility

Always ensure effective use of resources and value for money is secured for the Trust.

Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing and monitoring all aspects of your work.

Equality and Diversity

You are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Head of HR.

Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs 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 in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Alignment With our values	Commitment to demonstrating the organisations values and behaviours in their work: **Teamwork:** We hold ourselves and each other to account, and are better when we work together **Compassion:** We act with trust, honesty and kindness in everything we do **Inclusion:** We treat each other fairly and with respect **Innovation:** We encourage thoughtful, creative and aspirational ideas **Pride:** We encourage each other to be proud of who we are and what we do	

Qualifications or equivalent level of skill or knowledge	• Level 3 qualification in appropriate subject, i.e. supporting teaching and learning and/or health and social care, or a willingness to work towards • GCSE Maths & English Grade C / 4 and above or equivalent	• Teaching or training qualification
Experience of	• Working with people with multiple physical and learning disabilities • Understanding the need for recording outcomes and progress against set targets	• Working in a residential setting • Supporting young people with complex needs in an educational setting • Managing personal care with both dignity and respect • Experience of working with challenging behaviours • Experience of working with external agencies such as SALT and OT
Management of people	• Ability to offer guidance and support to members of the team	• Willingness to undertake training if necessary
Skills	• To be highly personable with very good communication skills • To be highly self-motivated and an enthusiastic self-starter with an entrepreneurial outlook • To be highly numerate and have ability to use systems to track learner progress • To show an understanding of the importance of working within strict Health and Safety guidelines • Ability to work as part of a multi-disciplinary team and on own initiative • Willingness to undertake essential training relevant to your role	• Excellent IT skills • Knowledge & understanding of educational MIS skills • To have a full driving licence and a willingness to drive college vehicles
Personal qualities and motivation	• To be honest, trustworthy and reliable • Highly motivated and able to motivate others • Able to work with a variety of colleagues and clients from different professions and backgrounds	
Literacy and numeracy	• Literate and numerate with good written and spoken English	

Safeguarding	• Displays a commitment to the protection and safeguarding of young people • Takes action and raises concerns • Forms appropriate relationships with those they care for and maintains professional boundaries at work • Works within organisational policies, procedures and guidance	• Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults

Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

The closing date for this post is **Monday 30th November 2026 at 9.00am**

Interviews will take place **week commencing 7th December 2026**

We would welcome applications made via the Trust Application Form, available on our website; https://fairfieldtrust.org.uk/jobs/

Please note that we will not accept CVs.

We reserve the right to close the advertisement early if sufficient applications are received.

This job description and person specification updated November 2026

Fairfield Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities