

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

**Learning Support Assistant: Dyslexia – Fixed Term until June 2027
(36hrs, term time only; 37.6 weeks per academic year, fixed term)
Inclusion Services
REQ0001314**

1. The Appointment

The Dyslexia team supports learners across all college-based provision from entry level to Higher Education.

The ideal candidate should have experience and knowledge of Dyslexia support on programme across a wide range of vocational and academic areas. You will work closely with the Dyslexia SEND Manager, delivering a tailored support package to identified learners.

This post presents a genuine opportunity in Additional Learning Support and would suit an individual who is flexible in their approach, highly motivated and passionate about additional needs, specifically focused on making a difference for learners with Dyslexia and Dyscalculia. Training will be given to the successful applicant as part of an individual continuous professional development plan to be agreed and will be a requirement of the post.

You should have a Level 2 Literacy and Numeracy qualification or equivalent. Training or experience in Dyslexia is preferred.

The role will require you to embed the college's values, **Respect, Integrity, Collaboration, Compassion and Ambition**.

2. The Post

2.1 Main Duties and Responsibilities

- a) Contribute to the planning and supporting of Individual Learning Plans and target setting with learners, which identify literacy targets, study skills and individual strategies for learning.
- b) To provide in class dyslexia support on a small group basis, under the direction of the subject tutor and the Dyslexia SEND Manager.
- c) To support the use of specific dyslexia resources to promote learner access to the course curriculum e.g. software.
- d) To facilitate practice in the use of special examination arrangements e.g. reader, scribe.
- e) To monitor and record individual progress and evaluate support provision.

- f) To contribute to the continuous development of the Dyslexia Team.
- g) To contribute to and maintain all documentation associated with tracking and funding of Dyslexia support.
- h) To keep up to date with inclusion initiatives and developments within the area of dyslexia, literacy and numeracy.
- i) To implement quality procedures contributing to thorough, evaluative support reviews which feed into curriculum reviews the self-assessment process.
- j) To contribute to the accurate collection of data around Additional Learning Support.
- k) To develop best practice in learning support and assessment, ensuring standardisation and continuity.
- l) To be learner centred, enthusiastic and committed to working flexibly as part of the Inclusion Team.

2.2 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
- b) To apply the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Dyslexia training level 2		✓
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualifications/experience	✓	
Experience		
Recent and evidenced experience of supporting learners with Dyslexia		✓
Experience of working within an educational setting		✓

	Essential	Desirable
Skills /Knowledge		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Good knowledge of Dyslexia and its characteristics/literacy difficulties	✓	
Ability to work with learners at all levels	✓	
Good organisation and time management skills	✓	
Experience of completing documentation to a high standard	✓	
Qualities/Approach linked to college values		
Patient and understanding	✓	
Ability to focus learner activity	✓	
Ability to work as part of a team	✓	
Excellent communication, interpersonal skills and the ability to build positive relationships	✓	
Ability to act as an advocate for learners	✓	
Professional manner to both learners and staff always	✓	
Willing to undertake training as required	✓	

4. Position within the College

The Post holder will be part of the Inclusion Services Team and report to the Dyslexia SEND Manager.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, term time only contract and is subject to those terms and conditions.
- b) The salary will be based on a full time equivalent of band 3b, £25,000 per annum (pro rata for part time and term time hours). The pro- rata salary for 36 hours, will be £20,692 per annum.
- c) You will be required to work 36 hours per week, on a flexible basis during term time.
- d) The Company operates a Scottish Widows Group Personal Pension Plan.
- e) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **midnight on 11th October 2026**.

<https://www.wnc.ac.uk/about-us/work-for-us>

THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £49.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.