

JOB DESCRIPTION

Job Title:	Learning Assistant (Art & Design)
Current Grade:	Band E
Department:	Visual & Performing Arts
Reports to (Job Title Only):	LA Team Leader
Date Form Created:	05/10/26
Similar Job Role (For Evaluation Purposes):	Learning Assistant

Main Purpose of the Job

The primary function of the Learning Assistant is to support Lecturers in providing high-quality learning experiences, ensuring that learners receive appropriate support and that their individual requirements are met.

The Learning Assistant will help maintain safe, well-organised and effective learning environments, including the preparation, maintenance and recording of materials and equipment. This is a key role within the Art and Design team, providing practical and technical support to teaching staff and students across studio environments and Mac Labs.

The Learning Assistant be occupationally competent and possess a strong knowledge and understanding of the Art and Design industry, particularly making processes within Art and Design, with a focus on Contemporary Art Practice with knowledge in digital processes supporting the delivery of contemporary Art and Design learning.

Main Duties

Job Activities

- Support the implementation of Health and Safety procedures, including assisting with risk assessments and ensuring that appropriate control measures are in place and followed within learning environments.
- Prepare learning aids, materials and resources for use by Lecturers.
- Provide administrative and organisational support to the teaching team.
- Assist the LA Team Leader with planning and coordinating resources, including equipment.
- Order materials, equipment and other resources using the PECOS requisitioning system.
- Assist with the organisation and booking of UK and international student trips.
- Assist Lecturers with the preparation and set-up of equipment and learning environments for teaching activities.
- Support and supervise students during independent study and practical learning activities, as appropriate.

Course Delivery Support

- Prepare learning aids, materials and resources for use by Lecturers.
- Assist the LA Team Leader with planning and coordinating resources, including equipment and materials.
- Maintain appropriate stock levels and ensure resources are available to support curriculum delivery.

- Ensure materials and equipment are maintained, stored and managed in accordance with college standards.
- Provide administrative and organisational support to Lecturers and the LA Team Leader.
- Assist with the preparation and set-up of equipment and learning environments to support teaching and learning activities.

Assessment

- Invigilate student assessments and examinations in accordance with college procedures.
- Support Academic Staff in collating and preparing materials for Internal and External Verification (IV/EV) purposes.
- Support Academic Staff and students with the preparation and submission of coursework for assessment, ensuring materials are submitted appropriately and within required timescales.

Guidance and Support

- Provide individualised support to students, including learners with additional support needs, to help them engage effectively with their learning.
- Proactively encourage, motivate and support learners to develop confidence and independence.
- Assist with maintaining accurate records of student attendance, engagement and achievement.
- Act as a mentor and facilitator for less confident learners, providing encouragement and practical support to help them participate fully in their learning.

Position in Organisation

Course Team Duties

- Participate in Course Team meetings and contribute feedback on matters affecting learners, course delivery and the student experience.
- Contribute to the College's Health and Safety arrangements, supporting a safe learning environment and promoting good Health and Safety practice.

Support for students

- Provide support to students, including learners with additional support needs, where necessary and appropriate.
- Act as a facilitator for less confident learners, providing encouragement and practical support to build confidence and independence.

Dimensions & Limits of Authority

- Use initiative and professional judgement to resolve day-to-day student and Lecturer requests within the scope of the role.
- Report equipment faults, repairs and maintenance issues to the appropriate person.
- Prepare learning aids and resources within agreed course requirements.
- Provide practical support to students within agreed guidance and procedures.
- Order materials and equipment within delegated budgets and College procurement procedures.

- Seek guidance from the LA Team Leader or relevant Manager on matters outside the scope of the role.

Property and Equipment

- Manage equipment requirements for classes and allocate equipment to student groups as appropriate.
- Support the completion and preparation of project work, as required.
- Maintain equipment and learning areas to ensure they are safe, organised and fit for purpose.
- Support Health and Safety requirements within areas of operation and maintain relevant records.

Key Contacts/Communication

- Report directly to the Learning Assistant Team Leader.
- Liaise with lecturers and Curriculum Team Managers.

Working Environment / Sensory & Physical Demands

- Supervise and support learners in workshops, studios, study centres and other learning environments where they are engaged in self-directed study or working with Resource Based Learning materials (VLE)
- Maintain an environment which is conducive to learning
- Assist / support students in the use of learning resources, ICT and specialist equipment
- Planning and problem solving when supporting and facilitating internal and external events and exhibitions

PERSON SPECIFICATION		
	Desirable (E or D)	(Application/ Interview)
HND or equivalent in a relevant Art and Design discipline	E	A
Strong knowledge and understanding of the Art and Design industry, including relevant making processes and practices	E	I
Knowledge and experience of digital design, user experience (UX), graphic design, digital content creation and the digitisation of design processes	E	I
Experience of ordering, preparing and managing specialist Art and Design materials and equipment	E	I
Experience of exhibition installation and the use of specialist equipment within an Art and Design environment	D	I
Knowledge and experience of specialist equipment such as laser cutters, 3D printers, vinyl cutters, screen printing exposure units and AV equipment	D	I
Occupational experience within an Art and Design, creative, educational or training environment	D	A
Experience of supporting the safe use, maintenance or supervision of specialist equipment	E	A

Skills & Abilities	Essential or Desirable (E or D)	Assessment Method (Application/ Interview)
Ability to provide practical, technical and digital support to learners and Lecturers	E	I
Ability to communicate and relate effectively with learners of different abilities	E	A
Excellent communication and interpersonal skills	E	I
Ability to use initiative and practical problem-solving skills to respond to the needs of students and teaching staff	E	I
Ability to work effectively as part of a team and contribute to wider Department activities	E	I
Good demonstration and presentation skills	D	A
Strong organisational and time management skills	E	I
Good ICT and digital skills relevant to Art and Design	E	A
Ability to work within college procedures, including Health & Safety and equipment requirements	E	I

Further Information
We operate a guaranteed interview scheme and open this to people from minority ethnic backgrounds; people living with a disability, the care experienced and Armed forces veterans - if you meet the essential criteria, you will automatically be selected for an interview.

Applicants who are eligible under the Guaranteed Interview Scheme and who meet all of the essential criteria at the application stage will automatically be invited to interview.

Please note that the successful candidate may be required to work flexibly to meet service needs, including varying working hours and working across different locations.

Note: In addition to the LA duties, employees are required to carry out such other duties as may reasonably be required.

Key Dates
Advert Closing Date: Sunday 8 th November 2026
Interview Date: Thursday 19 th November 2026

APPROVAL – INTERNAL USE ONLY	
Signature – Line Manager:	
Name:	
Job Title:	
Date:	