

# Post Specification

## Post Specification - Key Information

- **Post Title: Adult Learner Support Assistant**
- **Date: January 2026**
- **Post Group Number: 6773**
- **Job Family: People, Care and Development**
- **Job Family Role Profile: PCD7**
- **Final Grade: 7**

To be read in conjunction with the job family role profile.

## Service Area Description

The Cumbria Adult Learning Service is largely externally funded by the Department for Education with other smaller contracts from the Education Funding Agency and European Social Fund.

The service delivers Tailored Learning and skills provision to around 6,000 adults a year in over 200 venues across the county including a network of Council-run community learning centres, schools, children's centres, employer premises, a wide range of community outreach locations and a number of independent externally sub-contracted organisations. The service is focussed on provision which transforms the lives of our most disadvantaged communities, enhances employment opportunities for low skilled residents and meets the needs of local employers.

The service provision consists of a wide range of Tailored Learning and skills programmes including: vocational qualifications English & maths (at all levels from entry level through to GCSE); LLDD provision; employability; family learning; ICT; health & well-being and culture.

## Purpose of this Post

Work with Learning tutors to support teaching and learning of adult learners, providing specialist support to maximise learner development and achievement across a wide range of subjects including mathematics, English, science, ICT and English Speakers of Other Languages (ESOL)

## Key Job Specific Accountabilities

1. Provide and deliver tailored learning activities for individuals and groups of adult learners under the professional direction and supervision of a tutor, differentiating and adapting learning programmes and resources to suit the needs of allocated learners.
2. Provide specialist support to learners with learning difficulties, communication or physical difficulties to ensure learners are engaged in learning and stay on task during lesson and/or activity
3. Work closely with AL Tutor to manage challenging learner behaviours in line with appropriate policies and procedures
4. Support AL tutor in monitoring learner progress and attendance
5. Have knowledge of and comply with all service policies and procedures including code of conduct, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person

## Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

## Essential Criteria

### **Qualifications:**

- Level 2 Maths and English qualification.
- Level 3 qualification in a relevant subject.

### **Knowledge:**

- Up to date knowledge of current teaching and learner support practices including dyslexia.

### **Experience:**

- Experience of children/adult learning support
- Can use ICT effectively to support learning

### **Expertise:**

- Able to work constructively as part of a team, understanding classroom role and responsibilities and own position within these.
- Able to prioritise tasks and act on own initiative.
- Able to motivate and encourage learners to develop to their full potential.
- Bi-lingual in order to support in ESOL classes with refugees from Syria, Iran and Afghanistan.

## Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.

**The level of check required is:** DBS Enhanced – Adults

## Job Working Circumstances

- **Emotional Demands:**
  - Normal
- **Physical Demands:**
  - Normal
- **Working Conditions:**
  - Normal

## Other Factors:

- Will be required to travel to classes in community settings
- Required to cover daytime and evening classes