

Learning Support Worker Application Pack Autumn 2026 V2

Information for candidates

Welcome to InFocus, a charity dedicated to supporting young people with vision impairment and complex needs. Based in Exeter, in the beautiful southwest of England, we offer a range of education, care, therapy, and support services for those who need them most.

Our services cater to young people with all levels of vision impairment, multi-sensory impairment, and a wide range of complex needs, including:

- Profound and Multiple Learning Difficulties (PMLD)
- Autistic Spectrum Disorder (ASD)
- Severe Learning disabilities (SLD)
- Moderate Learning needs (MLD)
- Multi-Sensory Impairment (MSI)
- Cerebral Palsy
- Batten Disease
- Down's Syndrome
- Deafblind
- Physical Needs
- Social and emotional needs
- Complex communication difficulties

Our services include:

- A specialist day and residential college (16-25)
- A Residential Care Centre at St David's House providing a full and active life for young adults needing nursing or social care
- Adult Day Care Services, Jigsaw, allowing adults to enjoy activities and social contact with the full support of trained staff, five days a week
- Supported Living houses offering independence with just the right amount of support in four different properties on the edge of Exeter

- Supported internships, work placements and work opportunities
- Education and community outreach

Our vision and mission

Our vision is a world where young people with visual impairment and additional needs are able to take their place in society, where they are valued for their contribution and their rights and independence are supported.

Our mission is to empower children, young people and adults with vision impairment and additional needs to live fulfilling young and adult lives.

What's it like to work at InFocus?

If you're interested in joining our team, you'll be part of a community of approximately 250 employees, led by CEO Jane Bell and an Executive Team of Directors. You'll work alongside colleagues from a range of disciplines, including classroom teaching, support workers, mobility and therapy, fundraising and marketing, and more.

The work of the charity is governed by an active and engaged Board of Trustees.

We have an ambitious vision for our charity, and you will be joining a dynamic and growing organisation. We are expanding our services in the near future.

You'll get a feel for what we do and what it is like to work for InFocus by looking at [our website](#) and social media channels (you'll find us on Instagram, Twitter, Facebook, LinkedIn and YouTube).

How we say thank you

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| - Six weeks annual leave plus eight bank holidays (pro rata for part time hours) | - Onsite café |
| - Occupational sick pay scheme from day 1 | - Access to discounted shopping |
| - Paid medical appointments | - On-site free parking |
| - Enhanced Paternity Leave | - 24-hour employee assistance programme |
| - Enhanced Maternity Pay | - "Death in service" life assurance and group accident cover |
| - Long Service Awards | - Free Flu vaccinations |
| - Comprehensive training and development | - Cycle to work scheme |
| | - Contributory pension scheme for eligible staff |



About the role

We are seeking people to join us as Learning Support Workers in our specialist further education college, working with our wider multi-disciplinary team of therapists, nurses and mobility specialists to support our young people to access the InFocus further education curriculum. Which has been specially designed to support young people with a vision impairment and additional complex needs to prepare for adulthood, learn independent living skills and develop their confidence.

You will be working as part of a close team of staff assisting our young people in college residential with their morning routine before heading to our onsite college to support in class with their learning. You will be required to support our young people in a highly personalised way and respond to their needs, wishes and aspirations. You will also help them meet their personal care needs and medical needs with dignity.

Working pattern

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00 – 16:30 9HRS	07:00 – 16:30 9HRS	07:00 – 16:30 9HRS	07:00 – 16:30 9HRS	07:00 – 16:30 9HRS		

About you

This is an exciting opportunity for you to join our team to support and empower our fabulous young people aged 16-25 within InFocus College. Whilst this role is very much focussed on supporting learning it is also about supporting all the needs of the young people in our college, all of whom have a vision impairment and other complex needs.

We are looking for kind, friendly and compassionate people, with a can-do approach and the drive to make a difference to the lives of our young people through learning. You will be a person who likes to have fun and enjoys working

as part of a team in a busy environment. You will be ambitious for our young people with a strong belief in their potential to learn and make progress.

At InFocus, we will support you every step of the way by providing a comprehensive, well designed induction programme along with mandatory training which will help you get off to the best possible start, ensuring that you fully understand your role within the organisation.

How to apply

We'd love to have a chat with you about the role or show you around our main site in Exeter. Just email our friendly HR team on hr@infocus-charity.org.uk

To start your application, please [apply online](#). We accept CV's that accompany your completed application form. If you would prefer to complete an application form in word format, you can request this by emailing hr@infocus-charity.org.uk

We are a disability friendly employer and actively encourage candidates with a disability to apply. If you need support with completing your application form, please contact our HR team on 01392 454327 or hr@infocus-charity.org.uk

Remember, **we can only consider complete applications**, so please don't hesitate to contact our HR team if you have any questions.

We look forward to hearing from you!

Please note:

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children and adults at risk.

All posts are conditional to an Enhanced Disclosure and Barring check (DBS), satisfactory medical check and references. Staff have a responsibility to inform InFocus of any conviction or prosecution that occurs whilst employed.

For more information, please see our [Child Protection Policy and Practices](#), and [Employment of Ex-offenders Policy](#).

Job description

Post: Learning Support Worker

Hours: 45 hours per week, 38 weeks per year

Salary: £25,100.01 - £26,276.87 FTE (actual salary £26,126.7-£27,351.75)

Line manager: Education Support Managers

Our values

People First

We put the people we support at the centre of our services. We act with kindness, respect and a positive caring attitude. We always listen to the voice of the people we support.

Ambition

We believe in the potential of the people who use our services. We are ambitious for them, and for our staff and for our organisation.

Innovation

We act boldly, take risks and embrace technology so we can expand and improve opportunities for people with vision impairments and complex needs, and can be more effective in the way we work.

Collaboration

We have a strong multi-disciplinary approach that values teamwork. We work with others to create the best outcomes for the people we support. #TEAM

Recognition

We recognise and are inspired by the achievements of our young people. we celebrate their wow moments. We actively appreciate the contribution that our staff and volunteers make, and we look after them well.

Main purpose of the job

- To support learning and student progress in the college by actively participating in the delivery of the InFocus College Curriculum
- To support students to learn on a 1:1 basis and in groups across a range of activities and lessons
- To ensure that the physical, medical and personal care support needs of students are met using a person-centred approach
- To work flexibly and collaboratively with the multidisciplinary team to ensure that all students needs are met.

Duties and responsibilities

- To support students, as directed by the Pathway Lead and/or FE tutor in all aspects of teaching and learning within the college curriculum, on site and off site.

- Working with students individually on their tailored learning programmes, supporting their progress and moving towards their next steps.
- To support students in producing evidence of their learning.
- To assist the Pathway lead and/or FE Tutor by capturing evidence of student progress and contributing to student reviews and assessments
- To support young people with their communication needs allowing them to access learning and make choices, this may include use of access technology, Braille and other communication methods.
- To establish and maintain positive working relationships with students, their families and outside agencies ensuring that the best interests of the student are always at the forefront.
- To support students with all aspects of their physical, personal care & medical needs as required including personal hygiene, using the bathroom, supporting at lunch time as required, always using a person-centred approach
- To ensure that Placement Plans are implemented in line with the requirements of InFocus Charity and understand and fully familiarise oneself with care and support plans and behaviour support plans, reading them regularly and acknowledging changes.
- To be familiar with the VI profile of each student and support their VI needs appropriately, ensuring that all students are encouraged to use the vision that they have effectively.
- To use manual handling equipment correctly and safely.
- To administer medication safely and effectively using the EMARS system
- To take a key role in maintaining the learning environment, ensuring that students have access to appropriate resources and that the environment is clean, well-organised and free from clutter.
- To work in collaboration with other members of the MDT team and to promote the health and wellbeing of the young people at all times.
- To be flexible around how you are deployed around changes to timetables and which students you support
- To actively support the young people who are unwell by monitoring their condition, observing and recording on IT systems and notifying relevant staff
- To support and implement college policies and procedures (including those relating to confidentiality and conduct)
- To positively participate in team meetings and other college specific meetings and forums as required.
- To complete all required induction training and activity including the Learning about Learning programme.
- To ensure that all mandatory training required in the role is completed within the required timescales
- To actively promote the ethos of the Charity by supporting its values and philosophy

- To adhere to all regulatory and statutory obligations and InFocus Charity's policies, procedures and guidelines at all times
- To carry out duties in compliance with all regulatory and statutory duties and the InFocus Charity policies, procedures and guidelines at all times
- To use information technology systems as required to carry out the duties of the post in the most effective and efficient manner
- Undertaking any other duties as directed that may be reasonably required

Safeguarding

- To recognise the signs of abuse and immediately report abuse or suspected abuse to the Safeguarding Team and record on the InFocus IT system
- To protect the confidentiality of all information relating to the young people and not divulge information to anyone who is not authorised to receive it
- To work within InFocus's intervention policies to ensure the safety of staff and young people is maintained
- To accurately record and assess incidents and accidents on InFocus's IT systems
- To record detailed and accurate records of daily activities, progress made by young people, care and support given and tasks undertaken
- To actively support the young people who are unwell by monitoring their condition, observing and recording on IT systems and notifying relevant staff
- To utilise a range of InFocus IT systems and regularly check electronic communications to keep abreast of changes and respond to requests
- To be responsible for updating and maintaining InFocus's IT systems to ensure that care plans, protocols and risk assessments are produced and implemented for all young people; within agreed standards
- To ensure young people are safe and that any safeguarding issues are accurately recognised, reported and recorded in line with our policies and procedures

Responsibilities of all InFocus staff

To contribute fully to the InFocus community by:

- Taking responsibility to be a reflective practitioner
- Taking part in personal professional development
- Working within and encouraging the implementation of our Equal Opportunity Policy
- Working within our confidentiality policy
- Promoting the safeguarding of children and adults at risk
- Carrying out the duties and responsibilities of the post in accordance with our Health and Safety policies, guidance and legislation
- Using information technology systems as required to carry out the duties of the post in the most effective and efficient manner

- Undertaking any other duties as directed by the Chief Executive that may be reasonably required

Person specification

This section lists the qualifications, skills, experience, knowledge and other attributes (selection criteria) which you must possess to perform the job duties.

Essential requirements

You must meet these criteria in order to be considered for this role. This will be assessed in your personal statement, during interview or during an assessment, task or test.

Education and qualifications

- Minimum of 'C' Grade GCSE in Maths and English or equivalent

Knowledge and experience

- Some experience of supporting children or young adults with learning disabilities, vision impairment and/or complex needs.
- Some knowledge of different communication approaches when working with young people with complex needs
- An understanding of the importance of safeguarding relating to children and vulnerable adults
- Some experience of running activities with a group and working 1:1 with someone.

Skills and ability

- Able to use Microsoft Office Word and Outlook and use a management information system to record student data and progress.
- Able to meet the specific healthcare and personal support care needs of students
- Able to assess risk and complete risk assessments
- Able to implement and contribute to learning plans, care plans and risk assessments to ensure consistent and appropriate support to students
- Excellent communication skills
- Able to work independently and as part of a team
- Willing to develop skills and knowledge through training and learning in the role

Personal qualities

- Has passion and ambition for what our students can achieve and a holistic and person-centred approach to supporting them
- Practical, flexible and enthusiastic
- A commitment to safeguarding

Desirable requirements

These criteria are those that enhance a person's capacity to do the job and are expected to be acquired once in employment.

- NVQ Level 3 qualification in Health and Social Care or equivalent
- A TA or HLTA qualification or level 3 Diploma in Education and Training or equivalent, or willingness to work towards a relevant qualification
- Childcare qualification.
- A knowledge of vision impairment, learning disability and/or autism.

- Previous experience of working in education preferably in secondary or further education
- Experience of delivering or supporting learning
- Experience of medication administration