

JOB DESCRIPTION

Job Title: Student Support Assistant

Responsible to: Support Worker Coordinator or Teaching Assistant Co-ordinator

Overall responsibilities:

- To be responsible for providing support to learners with the learning difficulties and/or disabilities both in the classroom and throughout College.
- To provide overall care of the learner and enable him/her to access the college facilities and develop independence within the wider community.
- To be an active member of the Additional Support Team and to assist in the development of individual programmes and the assessment of student progress.

Main Duties:

1. To provide learner support to a group of learners or on a one to one basis for in line with strategies identified on a student/s Individual Support Plan (ISP).
2. To provide the support needs required by the Support Worker Coordinator and/or the Additional Support Manager, Lecturer and learner.
3. To provide information for review and evaluation purposes as required and in a timely manner.
4. To maintain appropriate records as required by the College e.g. registers, progress reports.
5. To develop the independent living skills of the learner.
6. To develop and monitor the ILP's of the learners with the tutor.
7. To maintain and update resources available to support learning.
8. To assist tutors with administrative duties related to the additional support of the learner.
9. To provide personal care to students as required (including assisting learners who require assistance when using the toilet).
10. To administer or observe the administration of medication where appropriate training has been given and in line with students care plan.
11. To provide physical support to students as required.

12. To be responsible for promoting and safeguarding the welfare of children and young persons in line with the area and College policies and procedures.
13. To undertake any other duties of a similar nature and responsibility assigned by the line manager.

Statutory duties:

- **Safeguarding**
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.
- **Equality and Diversity**
To be responsible for promoting equality and diversity in line with College procedures.
- **Health and Safety**
To be responsible for following health and safety requirements in line with College policy and procedures.
- **Training and development**
To participate proactively in training and development including qualification development required in the job role.

Updated: May 2017

Person Specification

Student Support Assistant

	Essential	Desirable
Qualifications /training	<ul style="list-style-type: none"> Level 2 Learner Support Certificate or equivalent or/ willing to work towards Educated to Level 2 in Maths and English 	<ul style="list-style-type: none"> First Aid Certificate Certificate in Manual Handling Appropriate Social Care/Childcare Qualification at level 2
Knowledge/ experience	<ul style="list-style-type: none"> Working knowledge of Learner Support post 16 Experience of providing support to individuals in an educational or care setting Experience of using Microsoft Office software (Word, Excel, Access and Powerpoint) Experience of working with students with learning difficulties and/or disabilities An understanding of working with a wide age range of learners 	<ul style="list-style-type: none"> Working knowledge of Equality Act in education setting
Skills/Abilities	<ul style="list-style-type: none"> Ability consistently to contribute to a high quality learning experience for all students Ability consistently to demonstrate high levels of performance in the job role Ability consistently to contribute to the provision of a welcoming and supportive environment for 	

	<p>students</p> <ul style="list-style-type: none"> • Ability to make a positive contribution to the team, valuing colleagues' particular professional expertise and respecting other members of the team as individuals • Ability to communicate effectively face-to-face, in writing and on the telephone • Ability to work on own initiative without close supervision • Ability to keep and maintain accurate records • Ability to understand and work effectively with clients from diverse backgrounds • Ability to support students mobility and personal care needs • Ability to carry out College business as appropriate at all times and promote the College's good reputation within the community 	
<p>Special requirements</p>	<ul style="list-style-type: none"> • A willingness to work on all sites • A flexible approach to work patterns • A positive and adaptable attitude • Responsibility for promoting and safeguarding the welfare of children and young persons in the area and College • Ability to form and maintain appropriate relationships and personal boundaries 	<ul style="list-style-type: none"> • Working knowledge of Safeguarding of Vulnerable Adults (SOVA)

	with children and young people	
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