

**JOB TITLE**: Educational Support Assistant

**GRADE**: Business Support

**RESPONSIBLE TO**: Cross College Support Supervisor

**BANDING:** Point 9 - 13

**JOB PURPOSE**:

To support a variety of students with a range of needs: behavioural, emotional, language, literacy, numeracy, sensory and/or physical, ensuring that all students have a successful and enjoyable learning experience at Dudley College.

**MAIN DUTIES AND RESPONSIBILITIES:**

**Main Duties:**

1. To assist in the improvement of retention and success of students.

2. To feedback to course tutor on students’ progress and issues.

3. To liaise with teaching and support staff to ensure students’ needs are met.

4. To document student progress and maintain all paperwork required.

**Specific Duties:**

1. To support students in class under the guidance of the class tutor.

2. To offer one to one and small group support outside of the classroom,

where applicable.

3. To offer personal care to students, where required.

4. To develop strategies for students to participate and feel included in sessions.

5. To work closely with teaching and support staff to ensure students’

individual needs are met.

6. To encourage students to access wider college facilities, including the library, the

student union, student services, the learning hubs and fitness academies.

7. To help students develop strategies to improve both their academic and social

skills and move towards independence.

8. To attend staff development and meetings as required.

9. To be an active member of the learning support team delivering and evaluating

the curriculum and provision.

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**Standard for all Jobs**

* To perform services not only for the college but also for any subsidiary as required.
* To take a proactive role in the identification of personal and group training and developmental needs which support college objectives and to actively participate in the fulfilment of identified training and development needs.
* To take responsibility to ensure that all students are safe and feel safe in the college environment and to follow all safeguarding and prevent policies and procedures.
* To contribute promotional activities both inside and outside the college and to assist in the production of promotional and publicity materials as required.
* To operate at all time within both the spirit and the practice of the college Equal Opportunities policies.
* To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards / unsafe practices or incidents as appropriate.
* To represent the college in the best light at all times.
* To maintain such records and undertake administrative duties as may be determined by the college.
* To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the College Principal or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the college.

Prepared by: Diana Martin, Curriculum Manager Curriculum and Standards

Date: March 2021

Name of post holder (*please print*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

**JOB TITLE:** **Educational Support Assistant**

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| **CRITERIA** | **E** | **D** | **Method of Assessment** |
| **Formal Qualifications**  1. Literacy and Numeracy qualifications at level 2  or above.  2. Level 2 Certificate in Learner Support or  equivalent.  3. Level 3 qualification in Learner Support. | ✓  ✓ | ✓ | App Form/Int  App Form/Int  App Form |
| **Experience**  1. At least 2 years experience of working  with adults or children in a support capacity.  2. Experience of working in a further education  setting. | ✓ | ✓ | App Form/Int  App Form/Int |
| **Skills and Abilities**  1. An empathy towards learners who need support.  2. An ability to organise self and learners.  3. Ability to work as part of a team.  4. Good IT skills.  5. Excellent communication skills.  6. Ability to speak a community language.  7. Ability to use British Sign Language. | ✓  ✓  ✓  ✓  ✓ | ✓  ✓ | Int  Int  App Form/Int  App Form  Int  App Form/Int  App Form |
| **Safeguarding**  1. Must be suitable to work with  young people and vulnerable  adults. | ✓ |  | App Form/Int/Checks |
| **Training**  1. Evidence of on-going or recent professional development.  2. First Aid certificate. | ✓ | ✓ | App Form  App Form |
| **Other**  1. Able to travel between sites.  2. Ability to drive a minibus or willingness to  undertake training. | ✓ | ✓ | App Form/Int  App Form/Int |

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| E = Essential  D = Desirable | App Form = Application Form Int = Interview  Test = Interview Test Pr = Presentation  Ref = Reference MT = Micro Teach  Checks = Disclosure and barring service |

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| Our mission: outstanding technical and professional learning, which raises aspirations, develops skills and changes lives. |

DUDLEY COLLEGE OF TECHNOLOGY OPERATES A NO SMOKING POLICY