**JOB ROLE**

**POST TITLE:** Student Support Assistant x 3 posts

**LINE MANAGER:** Student Support & Welfare Manager

**DATE:** August 2017

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**Job Role Duties**

The main responsibilities of the post are as outlined below:-

**A. SUPPORTING THE STUDENT**

Drawing on knowledge of various forms of MLDD to develop an understanding of the specific needs of the students concerned.

Taking into account the special needs involved, to aid the students to learn as effectively as possible both in group situations and on his/her own by, for example:

- Clarifying and explaining instructions
- Ensuring student is able to use equipment and materials provided
- Motivating and encouraging student as required
- Assisting in weak areas, e.g. language, behaviour, reading, spelling, handwriting/presentation etc.
- Helping students to concentrate on the finish work set
- Meeting physical needs as required whilst encouraging independence
- Liaising with tutors devising complementary learning activities
- Meeting all students’ needs

- To establish a supportive relationship with the students concerned.
- To encourage acceptance and integration of the student with special needs.
- To develop methods of promoting/reinforcing students’ self-esteem.
B. SUPPORTING THE LECTURER

- To assist with the course team (and other professionals as appropriate) in the development of a suitable programme of support for students with special needs.

- In conjunction with the course team and/or other professionals, to develop a system of recording students’ progress.

- To contribute to the maintenance of students’ progress records.

- To participate in the evaluation of the support programme.

- To provide regular feedback about the student to the lecturer.

C. SUPPORTING THE COLLEGE

- Where appropriate, to develop a relationship to foster links between home and College.

- To liaise, advise and consult with other members of the team supporting the students when asked to do so.

- To contribute to review of the students’ progress.

The Job Role duties are current as at the date shown above. These duties will be reviewed, normally annually, and, in consultation with the post holder, the College reserves the right to make such changes as deemed necessary and appropriate in support of effective and efficient operational requirements.
**Core Job Requirement**

1. **Flexibility**
   To work flexibly as part of a team with cross College responsibilities.
2. **Marketing**
   To assist, either directly, or indirectly, with the recruitment, admission and enrolment of students, and the marketing of courses in particular, and the College, in general.
3. **Quality Assurance**
   To participate in undertaking all appropriate aspects of the College’s Quality Assurance systems.
4. **Equal Opportunities**
   To adhere to, and to promote the College’s policy on equal opportunities, entitlement and inclusiveness.
5. **Staff and Continuous Professional Development**
   As identified, to participate fully in all appropriate activities designed to improve the quality of individual, team and College performance.
6. **Health & Safety**
   Implement College Health and Safety systems and procedures.
7. **Other Duties**
   Undertake other commensurate duties as may be required from time to time.

**Hours of Work**

The postholder will normally work 37 hours per week over 38 weeks per year.

**Disclosure & Barring Service**

From time to time you may be required to undertake duties that involve unrestricted contact with children or vulnerable adults, therefore the offer of employment is subject to a satisfactory Standard/Enhanced Disclosure statement from the Disclosure & Barring Service (DBS). A copy of the DBS’s Code of Practice is available on request.

**Safeguarding Children**

The College is fully committed to Safeguarding Children and Vulnerable Adults, following safe recruitment in line with Government procedures.
# PERSON SPECIFICATION

**POST TITLE:** Student Support Assistant  
**SALARY SCALE:** Points 12 -13 on the College Pay scale

## QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential or Desirable</th>
<th>How the Assessment Will Be Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good standard of education GCSE (or equivalent) Grade C or above in English and Maths (Or a willingness to undertake appropriate qualification)</td>
<td>Essential</td>
<td>Application Form and Interview</td>
</tr>
<tr>
<td>Appropriate specialist qualification(s) : Eg: Classroom Assistant or similar</td>
<td>Essential</td>
<td>Application Form</td>
</tr>
<tr>
<td>First Aid Certificate (Or a willingness to undertake appropriate qualification)</td>
<td>Desirable</td>
<td>Application Form</td>
</tr>
</tbody>
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## EXPERIENCE

<table>
<thead>
<tr>
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<th>How the Assessment Will Be Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proven working knowledge of Microsoft Office (Word &amp; Excel) and Internet Explorer</td>
<td>Essential</td>
<td>Application Form and Interview</td>
</tr>
<tr>
<td>Experience of working with people, especially those who have MLDD and/or behavioural problems</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<tr>
<td>Previous experience of working within Further Education</td>
<td>Desirable</td>
<td>Application Form</td>
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### Knowledge

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<th>How the Assessment Will Be Made</th>
</tr>
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<tbody>
<tr>
<td>An awareness and commitment to Safeguarding</td>
<td>Essential</td>
<td>Application Form and Interview</td>
</tr>
<tr>
<td>An awareness and commitment to Equality &amp; Diversity</td>
<td>Essential</td>
<td>Application Form, and Interview</td>
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</tbody>
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### Skills/Competencies

<table>
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<th>Essential or Desirable</th>
<th>How the Assessment Will Be Made</th>
</tr>
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<tr>
<td>Excellent communication skills</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<tr>
<td>Organisational and administrative skills</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<tr>
<td>Ability to work as part of a team</td>
<td>Essential</td>
<td>Application Form and Interview</td>
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<tr>
<td>Ability to work on own initiative</td>
<td>Essential</td>
<td>Application Form and Interview</td>
</tr>
<tr>
<td>Willingness to update and adapt skills as required by the demands of the role</td>
<td>Essential</td>
<td>Application Form and Interview</td>
</tr>
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