Job Description and Person Specification

West Thames College London

Student Support Assistant
Teaching and General Support
Alternative Provision
Fixed term to 31 July 2026

Salary:	**£9,644 - £10,073pa inclusive**
Hours:	**16 hours per week for 38 weeks per year**
Leave:	**This is a term time only appointment. There is no entitlement to annual leave whilst the college is in session. All holidays therefore should be taken during the college vacation.**
Reports to:	**Alternative Provision Manager with day to day task supervision from the Lecturer**
Location:	**This post will initially be based at Main Campus, Isleworth**

The purpose of the post is: to work under the direction/guidance of the Manager and Lecturer, supervising and providing particular support for groups of 14-16 year old students to enable them to learn as effectively as possible on their own and in group situations, taking into account the particular needs involved. This may include supporting students with challenging behaviour.

The main duties and responsibilities are:

Specific duties:

1. To liaise closely with the Lecturer and any external professional as appropriate to support the implementation of any special programme(s) or Individual Learning Plan(s) (ILP) designed for the student(s).

2. To identify opportunities for the student(s) to work independently where appropriate, ensuring their comfort and safety at all times; at such times to support other students in the classroom as appropriate.

3. To prepare suitable work for the student(s) under the guidance of the Lecturer, and to make or adapt resources (eg worksheets or sight cards) to enable the student(s) to access the learning activity at their appropriate level of understanding.

4. To record and monitor student progress.

5. To encourage the student(s) to interact with others and engage in activities led by the lecturer.

6. To assist with the general pastoral care of the student(s).

7. Supervise students who attend the lunch time club. Rota to be confirmed by line manager.

8.   Provide support for students' emotional and social needs by encouraging and modelling positive behaviour in line with the College's Behaviour Policy, and demonstrating high expectations of work and behaviour.

9.   Work with students to reinforce learning by practising skills already taught.

10.   Accompany lecturers and students on College visits, and participate in college functions within College hours.

Core duties:

1.   Assist in the display of students work as directed by the Lecturer.

2.   Assist with the development of the pupils' basic ICT skills and support the use of ICT in learning activities.

3.   Provide one to one classroom support, where required.

4.   Assist in the planning of activities where appropriate.

5.   Assist with the supervision of students out of lesson time, as necessary for their safety.

6.   Be aware of, and comply with, policies and procedures relating to child protection, First Aid regulations, health, safety and security, confidentiality, data protection and other college procedures, reporting all concerns to an appropriate person.

7.   Attend relevant meetings and participate in training and other learning activities and performance development as required, contributing to the overall ethos/work aims of the College.

8.   Promote a positive image of the college in all contacts with students, employers and professional bodies.

9.   Adhere and comply with the college financial regulations.

10.   Carry out any other reasonably comparable duties that may be required from time to time.

11.   Undertake additional duties at enrolment times as required, including occasional evening work.

In addition to the above specific and core duties you will also be required to:

12.   Contribute to the planning, differentiation (adapted worksheets) and target setting for students

13.   Support students to develop their confidence and self-esteem (NLP typ quals)

14.   To keep accurate records of student attendance (for key students) and follow up absences

15.   Provide documentation to contribute to annual reviews for students

16.   Offer impartial advice, guidance and signposting to supported students

17.   Develop both an understanding of barriers to learning faced by students and a range of strategies to overcome them

18. To enable the learner voice to be heard in the development of good practice in the support function

19. To deliver innovative practice which contributes to the delivery of an outstanding service

20. To offer mentoring and/or small group support to identified students

21. Bespoke employability and or job coaching input for disabled students

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess or be willing to work towards a Literacy and Numeracy qualification at Level 2 or above.

2. Possess an appropriate support qualification or be willing to undertake training to gain relevant qualification required.

3. Possess appropriate IT skills relevant to the post, including a basic knowledge of Microsoft Word and Outlook and the ability to complete searches on the Internet.

4. Have the ability to work independently with minimum supervision.

5. Be able to demonstrate the motivation and skills to support students with disabilities and/or learning difficulties in an educational setting.

6. Have previous relevant experience.

7. Be willing to undertake training and development as required within the role.

8. Be able to demonstrate excellent communication and teamwork skills

9. Possess basic knowledge of First Aid, food hygiene and Health and Safety or be willing to undertake training.

10. Have an awareness and understanding of the Prevent and Safeguarding initiatives.

11. Have an awareness and understanding of equal opportunities

Equality and diversity
West Thames College champions excellence, integrity, equality and respect.
This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.
And we champion equality because it is the right thing to do.

Closing date: **18th August 2025**
Reference No: **3ALT008**
Interview date:

Conditions of Service

Contract: Fixed term to 31 July 2026
16 hours per week for 38 weeks per annum

Salary: £9,644 - £10,073pa inclusive
Please note the salary range for this post is points 23-25 on the Support Staff scales.
Progression up the incremental pay scale is automatic and awarded on 1 April annually.

Pension: Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.

Annual Leave: This is a term time only appointment working 38 weeks per year. You are therefore required to be at College when it is in session. All holidays therefore should be taken during the College vacation.

Hours: 16 hours per week for 38 weeks per annum

Probation: Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.

Disclosure   The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.