

Job Description and Person Specification



Student Support Assistant General Support and Personal Care – Supported Learning

Salary: £9,909 - £11,178pa inclusive

Hours: 21 hours per week x 38 weeks per annum

Leave: This is a term time only appointment providing support to students. You are required to be at College when it is in session. All holidays therefore should be taken during the College vacation

Reports to: Lead Student Support Assistant SL

Location: This post will initially be based at the Main Campus, Isleworth

The purpose of the post is: to support students cross college with a range of disabilities and/or learning difficulties and to provide personal care to either individual or identified groups of students. This may include supporting students with challenging behaviour.

The main duties and responsibilities are to:

1. Assist in the preparation and maintenance of basic classroom resources and equipment as directed by the Lecturer and assist students in their use. Ensuring that the room is tidied at the end of the lesson.
2. Assist student(s) with physical personal needs as appropriate and agreed.
3. Assist in the display of students work as directed by the Lecturer.
4. Provide support for student(s) 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.
5. Provide students with practical assistance in the classroom (e.g. scribing, setting up equipment)
6. Work with students to reinforce learning by practising skills already taught.
7. Encourage students to interact with others and engage in activities led by the Lecturer.
8. Assist with the general pastoral care of the students.

9. Accompany students on College visits, and participate in College functions within College hours, as appropriate
10. Support students in the use of ICT in learning activities.
11. Support students on a one to one basis in a classroom situation, where appropriate.
12. Assist in the planning of activities where appropriate.
13. Assist with the supervision of students out of lesson time, as necessary for their safety.
14. 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.
15. 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.
16. Adhere and comply with the college financial regulations.
17. Promote a positive image of the college in all contacts with students, employers and professional bodies.
18. Carry out any other reasonably comparable duties that may be required from time to time.
19. Undertake additional duties at enrolment times as required, including occasional evening work.

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 equal opportunities.
11. Have an awareness of safeguarding and prevent.

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: 1pm on 10 January 2018

Reference No: 3SLE099

Interview date: 18 January 2018

Conditions of Service

Contract:	Permanent 21 hours per week for 38 weeks
Salary:	£9,909 - £11,178pa inclusive Please note the salary range for this post is points 21 – 25 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 21 Where there is evidence of current earnings in excess of point 21, the applicant may be placed at the salary point higher than their current salary
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:	21 hours per week for 38 weeks
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.