

**Study Services Support Worker**

**Job Description**

## Main Purpose of Job

To ensure learners are given outstanding additional support as required in order for them to reach their full potential.

**Study Services Support Worker duties**

* To provide individualised educational support to students as identified and required
* To work with teaching staff to provide an outstanding learner experience
* To provide personal care to students as required
* To act as an advocate for students as required
* To provide timely and accurate written records of all support sessions, including production of regular reviews of students’ progress and needs
* To promote student centred learning, ensuring all students have access to differentiated learning
* To embed stretch and challenge so all students reach their full potential
* To advise lecturers and other members of staff regarding student support needs
* To identify and implement strategies to ensure that the student’s learning experience is of the highest standard.

**Study Services Department**

* To be involved with the promotion of the Study Services department activities across the College and at external events, maintaining and forging external links.
* Support students in the workplace.

**Pastoral**

* To take an active role in the induction and support of students.
* To promote and safeguard the welfare of young people and vulnerable adults.
* To meet the individual needs of all students to ensure all have an equal chance of success.

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested.
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



**Study Service Support Worker**

**Person Specification**

**Qualifications**

* Level 3 qualification (or equivalent) in related subject
* Level 2 qualification in Numeracy and Literacy
* Teaching qualification to PTTLS level or willingness to work towards
* Evidence of continuing professional development

**Knowledge/Experience**

* Experience of providing educational and personal support to students
* Knowledge of Equality & Diversity and Safeguarding issues
* Experience of effective team working and effective relationships between staff and students
* Ability to develop supportive working relationships with parents and other key stakeholders

**Skills/Attributes**

* Ability to manage and resolve a range of situations in the best interests of the students
* Ability to contribute to the whole College experience
* Effective communicator
* Flexible approach
* Logical approach to problem solving
* Competent user of the full range of Microsoft Office Applications
* Commitment to safeguarding all students
* Commitment to the promotion of equality and diversity

**Additional Requirements**

* Willingness to work flexible hours
* Willingness to work off-site within the local community

**Post Information**

* Head of Foundation Studies and Study Services
* Salary £17,274 pa (£8.97 per hour)
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.