

### **JOB DESCRIPTION**

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|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                          | Academic Support Worker                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Department:</b>                         | Learning Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contract:</b>                           | Permanent, 37 hours per week over 40 weeks per year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Salary Range:</b>                       | £23,792 - £24,337 per annum pro rata of £26,707 - £27,319 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Salary Grade:</b>                       | SS2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Job Purpose:</b>                        | <p>To provide academic support to meet the individual needs of College, Sixth Form and apprenticeship learners identified as having a disability/ specific learning needs.</p> <p>To provide academic support to College, Sixth Form and apprenticeship learners via UCB's Academic Skills Centre.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Main Duties &amp; Responsibilities:</b> | <ol style="list-style-type: none"> <li>1. In liaison with the curriculum team, to provide appropriate in-class support strategies for College, Sixth Form and apprenticeship learners who disclose disability /specific learning needs.</li> <li>2. To write Learner Support Plans for College, Sixth Form and apprenticeship learners who disclose disability/ specific learning needs.</li> <li>3. To provide in-class note-taking/scribing services for College, Sixth Form and apprenticeship learners who disclose disability/ specific learning needs.</li> <li>4. To provide in-class support in a range of teaching environments.</li> <li>5. To report the impact that academic support is having for students with differing needs, with regards meeting their learning outcomes/ EHCP targets.</li> <li>6. To accompany students on external activities where there is an academic requirement.</li> <li>7. To staff the FE Academic Skills Centre as appropriate.</li> <li>8. To work as part of a team to enhance the provision of academic support for students disclosing specific learning needs.</li> </ol> |

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9. To work closely with subject teams to ensure that students are suitably supported, therefore reaching their academic potential.
10. To offer flexibility of working times within the working week.
11. To provide weekly reports (for example, on Academic Skills Centre usage) as appropriate.
12. To gather feedback from the Academic Skills Centre as appropriate.
13. To promote the services offered through the Academic Skills Centre, as appropriate.
14. To contribute to the creation of online materials (e.g. recording of videos for CASE Toolkits) as required.
15. To ensure practice is in line with the requirements of the General Data Protection Regulations.
16. To commit to upholding the principles of Safeguarding and the PREVENT agenda.
17. Any other duties as required commensurate with the nature and grade of the post.

Personal care duties, for example: toileting and feeding are not considered to be part of the duties of an Academic Support Worker.

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|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Post:</b>                                    | Academic Support Worker                                                                                                           | <b><u>Weighted criteria</u></b> |
| <b>Experience:</b>                              |                                                                                                                                   |                                 |
| 1                                               | Experience of supporting learners with additional learning needs in either a paid or voluntary role in an <b>academic</b> context | x                               |
| 2                                               | Proven experience of working alongside the EIF and meeting its expectations.                                                      |                                 |
| 3                                               |                                                                                                                                   |                                 |
| 4                                               |                                                                                                                                   |                                 |
| 5                                               |                                                                                                                                   |                                 |
| <b>Skills &amp; Abilities:</b>                  |                                                                                                                                   |                                 |
| 6                                               | Excellent written and verbal communication skills, including accurate and legible handwriting.                                    | X                               |
| 7                                               | Ability to adapt to different situations and environments.                                                                        |                                 |
| 8                                               | Ability to work independently and as part of a team.                                                                              |                                 |
| 9                                               | Ability to record and report on student progress.                                                                                 |                                 |
| 10                                              | Confident user of IT including Microsoft Office programmes.                                                                       |                                 |
| <b>Education &amp; Qualifications:</b>          |                                                                                                                                   |                                 |
| 11                                              | Minimum level 2 (GCSE C/4 equivalent) qualifications in English and Maths.                                                        |                                 |
| 12                                              | Qualification at level 3 or above (e.g. A-level, BTEC Diploma, Advanced Apprenticeship).                                          |                                 |
| 13                                              |                                                                                                                                   |                                 |
| 14                                              |                                                                                                                                   |                                 |
| 15                                              |                                                                                                                                   |                                 |
| <b>Training &amp; Professional Development:</b> |                                                                                                                                   |                                 |
| 16                                              | A willingness to engage with relevant professional development.                                                                   |                                 |
| 17                                              |                                                                                                                                   |                                 |
| 18                                              |                                                                                                                                   |                                 |
| 19                                              |                                                                                                                                   |                                 |
| 20                                              |                                                                                                                                   |                                 |
| <b>Other Attributes:</b>                        |                                                                                                                                   |                                 |
| 21                                              | Flexible approach to work, including working hours.                                                                               |                                 |
| 22                                              | An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.         |                                 |
| 23                                              |                                                                                                                                   |                                 |
| 24                                              |                                                                                                                                   |                                 |
| 25                                              |                                                                                                                                   |                                 |

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