

## **Job Description**

<b>Post:</b>	<b>Educational Support Assistant</b>
<b>Salary Grade:</b>	<b>Band 8, Points 19 - 23, of the SFC Support Staff Pay Scale</b>
<b>Responsible to:</b>	<b>Curriculum Manager</b>

## **Key Purpose:**

<b>1</b>	<b>To provide assistance and support for students with learning difficulties and disabilities</b>
<b>2</b>	<b>To assist learning activities in the classroom environment</b>
<b>3</b>	<b>To contribute to the variety of activities undertaken by the students within the department</b>
<b>4</b>	<b>Responsible for assisting students with personal care needs</b>

## **Responsibilities:**

<b>1</b>	<b>Participate in key College processes as required e.g. enrolment</b>
<b>2</b>	<b>To act at all times in accordance with College policies e.g. Health and Safety, Equality &amp; Diversity, Inclusion, Quality Assurance and the College Charter</b>
<b>3</b>	<b>To work flexibly in the interests of the organisation as required</b>
<b>4</b>	<b>To participate in appraisal and to undertake staff development activities as appropriate</b>
<b>5</b>	<b>To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.</b>

## **Duties and Responsibilities:**

<b>a</b>	<b>To carry out and/or assist learning activities under the direction of a teacher.</b>
<b>b</b>	<b>To support students in completing tasks to enhance their learning and skill development.</b>
<b>c</b>	<b>To assist teaching staff with Individual Learning Plans (ILPs) and complete documentation in relation to individual students, as required.</b>
<b>d</b>	<b>To assist with the preparation of learning materials.</b>
<b>e</b>	<b>To assist with the maintenance of student records.</b>

<b>f</b>	To contact outside agencies on behalf of individual students e.g. transport, speech and language, physiotherapist, when required.
<b>g</b>	To assist with risk assessments and monitor the safety and well being of students during lunch breaks.
<b>h</b>	To provide assistance to students in their self care (e.g. toileting).
<b>i</b>	To provide assistance to students during the lunch and break time periods.
<b>j</b>	To accompany students on work experience placements, educational visits and trips organised by the College.
<b>k</b>	To assist students round the College site and escort non-independent students to transport. This may include the transfer of students from manual to electric wheel chairs, when required.
<b>l</b>	To assist students with speech, language, visual and auditory difficulties.
<b>m</b>	To observe/help with student medication.
<b>n</b>	To contribute to fund raising events and assist students with fund raising activities.
<b>o</b>	To attend relevant briefings and meetings
<b>p</b>	To carry out and present Person Centred Reviews
<b>q</b>	To complete ALS forms on a daily basis
<b>r</b>	To complete incident reports
<b>s</b>	To Meet and Greet students before 9am
<b>t</b>	To carry out extra administration duties regarding minutes, registers, etc
<b>u</b>	To prepare and use communication resources and aids, for students with communication impairment
	To undertake any other reasonable duties at the request of the Head of Department.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign and date the job description:**

**Name of the post holder:**

**Line manager to sign and date the job description:**

**Name of the Line Manager:**

### **Person Specification – Educational Support Assistant**

	<b><u>Essential</u></b>	<b><u>Evidence</u></b>	<b><u>Desirable</u></b>	<b><u>Evidence</u></b>
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<b>Qualification</b>	1	Education to secondary school level	Application	a IT Level 2 or equivalent	Application
	2	Minimum of GCSE Maths and English or equivalent			
<b>Professional Development</b>	3	Evidence of ongoing professional development	Application		
<b>Knowledge</b>	4	Of learning difficulties and disabilities	Application/ Interview	b Of Foundation and Life Skills programmes within post-16 Education	Application/ Interview
	5	Practices to assist with learning			
<b>Experience</b>	6	Working with young people	Application/ Interview	c Working with people with physical disabilities and/or learning difficulties	Application/ Interview
				d Working within a College environment	Application/ Interview
<b>Skills/ Qualities</b>	7	Ability to adapt to the needs of students	Interview	e Ability to use word and excel to a good level	Application/ Interview
	8	Flexible approach to working in a changing situation	Interview		
	9	Ability to work with students with physical disabilities	Application/ Interview		
	10	Preference for team working and being an active team player	Application/ Interview		
	11	Caring & positive attitude towards supporting students with learning difficulties and abilities	Application/ Interview		
	12	Excellent communication and interpersonal skills	Application/ Interview		
	13	Good organisational skills	Application/ Interview		

<b>Other</b>	14	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview		
	15	Commitment to College policies i.e. Health & Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter.	Application/ Interview		
	16	DBS check acceptable to College will be undertaken for successful applicant	Appointment		