

**JOB DESCRIPTION**

<b>Job Title:</b>	Academic Support Worker
<b>Department:</b>	Learning Services
<b>Contract:</b>	37 hours per week, 40 weeks per year (0.77 FTE)
<b>Salary Range:</b>	£22,105 - £22,637 per annum (pro rata of £25,138 - £25,742)
<b>Salary Grade:</b>	SS2
<b>Job Purpose:</b>	<p>To provide academic support to meet the individual needs of students identified as having additional learning needs.</p> <p>To provide academic support to Further Education students 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 learners who disclose specific learning needs.</li> <li>2. To write Learner Support Plans for FE students.</li> <li>3. To provide in-class note-taking/scribing services for learners who disclose 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.</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 and the FE Thinkspace, 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> <li>9. To work closely with subject teams to ensure that students are suitably supported, therefore reaching their academic potential.</li> </ol>

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	<p>10. To offer flexibility of working times within the working week.</p> <p>11. To provide weekly reports (for example, on Academic Skills Centre usage) as appropriate.</p> <p>12. To promote the services offered through the Academic Skills Centre, as appropriate.</p> <p>13. To contribute to the creation of online materials (e.g. recording of videos for CASE Toolkits) as required.</p> <p>14. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>15. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>16. Any other duties as required commensurate with the nature and grade of the post.</p> <p>Personal care duties, for example: toileting and feeding are not considered to be part of the duties of an Academic Support Worker.</p>
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**PERSON SPECIFICATION**

<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.	
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<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).	
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<b>Training &amp; Professional Development:</b>		
16	A willingness to engage with relevant professional development.	
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<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.	
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