

## BARNET AND SOUTHGATE COLLEGE PROPOSED JOB DESCRIPTION

**JOB TITLE:** Study Support Assistant

**POST REFERENCE:**

**SALARY GRADE:** Scale 5 All TTO

**HOURS:** Various

**PRIMARY LOCATION:** Staff can be asked to work on any of our college sites but will usually be based at one of our main sites: Southgate, Wood Street or Colindale

**PURPOSE OF POST:**

To support and remove barriers for students in class to enable them to achieve and gain a high quality experience

**RESPONSIBLE TO:**

**Study Support Lead**

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**Main Duties:**

1. To be an active member of the Student Services Team
2. Be proactive in promoting the service
3. Support students with additional needs in their learning as directed by the Study Support Leads and/or vocational tutors.
4. Assist students in the classroom with the use of learning resources, including digital based resources, specialist equipment aids and adaptations.
5. Contribute to the creation of a bank of learning resources to support students
6. Working with the Study Support Leads to plan activities to support students with their studies
7. Establish and build relationships with young people which encourages and enables young people to enhance their learning experience
8. Liaise with relevant staff and external partners to ensure support is focused and appropriate
9. To ensure early intervention to support students at risk of failing to achieve, monitor, act/refer appropriately

10. To draw up an agreed support plan with SMART targets with students, understanding the barriers, referring where needed, linking in with staff and the ILP to meet appropriate criteria.
11. To manage a caseload of students
12. To monitor and evaluate support plans to ensure students are on target
13. To monitor and record impact of work timely and in line with college requirements
14. To develop creative and effective ways to engage students
15. To participate in appropriate meetings, training or reviews to share good practice and strategies regarding support
16. To participate in the Business Support observation scheme for group and 1:1 observations to improve your quality of support
17. To keep up to date with current legislation and relevant exam tests
18. Interpret, support and develop good exam techniques for students
19. Provide qualitative and quantitative reports in a timely and appropriate manner to meet audit, Ofsted, Matrix and other inspections.
20. Work in accordance with relevant legal and ethical requirements e.g., keeping Children safe in Education, Working Together to Safeguarding Children, Mental Health Act, NICE guidelines, Equality Act, Health and Safety at Work Act and appropriate codes of professional conduct and practice (e.g. college staff code of conduct etc.)
21. Keep and collate accurate records on all students in accordance with GDPR legislation and ensure college systems are updated timely and accurately to reflect support provided and meet internal and audit purposes
22. To participate in College wide activities as required e.g. open days, enrolment etc.

**General duties and responsibilities:**

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

## Person Specification

### Study Support Assistant

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
<b>Qualifications</b>	Relevant L3 qualification		A
	A-C in English & Maths		A
<b>Experience</b>	Proven experience of working with young people in an informal setting, advice giving and/or mentoring		A/I/T
	Experience of embedding E&D and Shared Values in all aspects of the job		A/I/T
	Proven experience in working with college systems such as Promonitor/EBS/database		A/I/T
	Proven experience of motivating and supporting students to achieve		A/I/T
	Experience of setting smart targets for students to work towards		A/I/T
	Experience of promoting a service or subject		A/I/T
	Experience of monitoring student progress		
<b>Knowledge &amp; Skills</b>	Able to build and maintain effective relationships, particularly with young people		A/I/T
	Ability to form effective team working relationships with internal staff and external agencies		A/I/T
	Ability to collect and report data in a timely manner to allow qualitative and quantitative analysis of the quality and impact of the service delivered		A/I/T
	Clear understanding of the barriers that young people face and know strategies to overcome them		A/I/T
	Ability to work effectively as a member of a team and autonomously as required		A/I/T

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
	Excellent communication skills and good IT skills including the use of Social Media		A/I/T
	Ability to think 'outside the box' to get key messages across to learners		A/I/T
	Demonstrate good knowledge of the FE climate and the impact of legislation on the job role		A/I/T
	Ability to engage and encourage participation in students		A/I/T
	Ability to support students with digital and adaptive technology		A/I/T
	Ability to form effective team working relationships with internal staff and external agencies		A/I/T
<b>Personal Attributes</b>	Committed to own continuous professional development (please give information about your CPD during the past 2 years)		A
	To uphold and behave in accordance with the College's core values		A/I
	A professional and flexible approach to work with a commitment to work across campuses and late nights/Saturdays as required		A/I
	Demonstrate the willingness to travel and work at all College campuses as service requires		A/I
	Demonstrate the willingness to participate in cross college activities e.g. enrolment, open days as College requires		A/I
	High level of integrity, discretion and confidentiality		A/I/T
	An understanding of limits and boundaries of the role and know when to refer to specialist agencies and professionals		A/I/T