



## Job Description

<b>Job Title:</b>	<b>Academic Support Assistant (Higher Level)</b>
<b>Date:</b>	For September 2021
<b>Department:</b>	Academic Support and SEND
<b>Reports To:</b>	Head of Academic Support
<b>Responsible For:</b>	n/a

### Purpose of the Position:

The post-holder will be responsible for the 1-2-1 support of a pupil with additional needs. They will work alongside the Academic Support team to provide dedication assistance.

### Departmental Information

The Academic Support Department is responsible for tracking, monitoring and assessing pupils with Specific Learning difficulties in line with JCQ regulations. The department will provide a holistic approach to supporting all pupils at Wellington College with academic and pastoral needs.

### Main Tasks and Responsibilities:

- To provide 1-2-1 support for a specific pupil joining in September 2021
- To scribe notes in lessons using Microsoft One Note
- To provide examination support as a scribe and practical assistant
- To liaise with the department staff in preparation and planning of material
- To prepare and utilise available IT resources to support the pupil's learning
- Attend training on the use of any IT software
- To facilitate a positive learning experience for the pupil
- To promote the development of positive relationships and acceptable behaviour in accordance with College policy
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the Academic Support team

### Person Specification

#### Education Attainment

#### Educational qualifications required for role

- 3 A Levels or equivalent (preferable)
- 5+ GCSE A\*-C, 4-9 or equivalent (English and Maths pass essential)

#### Knowledge and Experience

##### Essential

- High level of literacy and numeracy
- High level of competence in IT skills
- Self-reliance and self-motivated
- Willing to work as part of a team

##### Desirable

- Awareness of Safeguarding requirements and good practice within an educational setting
- Experience of working with children between the ages of 13 and 18
- Knowledge of child protection and safeguarding and routine health and safety procedure



	<ul style="list-style-type: none"> <li>• Understanding of the SEND Code of Practice</li> </ul>
<p><b>Skills and Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills to enable effective dialogue with colleagues and external support staff</li> <li>• Organised and self-motivated, with a proven record for meeting targets and deadlines</li> <li>• Dedicated team-player, who strives for excellence and leads by example</li> <li>• Tactful and discreet, whilst mindful of observing Safeguarding and professional standards</li> <li>• Displays a smart and professional appearance to represent the College in a positive manner</li> <li>• Reliable and stable</li> <li>• Well-developed problem-solving skills</li> <li>• Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development</li> <li>• High level of accuracy and attention to detail</li> <li>• Self-motivated and able to work alone without direction</li> <li>• Adaptable and flexible with working patterns when required</li> <li>• Committed to contributing towards the College community</li> </ul> <p><b>Essential Values, Behaviours and Attitudes</b></p> <p>All employees are expected to actively promote and demonstrate the five core values of the College:</p> <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Integrity</li> <li>• Respect</li> <li>• Responsibility</li> <li>• Courage</li> </ul> <p>In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.</p>	

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.