



Student Support Assistant

Term Time only

Basic hourly rate - £9.20 + holiday pay £1.57 = £10.77 per hour

We have a range of posts with variable hours ranging from 2-5 day posts

The core working hours for the role will be from 8:45am – 3:45pm (Wednesday – 4:45pm)

Are you interested in helping our learners achieve their full potential? Oaklands College is home to one of the largest SEN provisions for students aged 16-24 in Hertfordshire. The Springfield and Supported Learning departments support a range of learners with both moderate and severe learning difficulties and/or disabilities. The college also has a specialist department for students with Autism and is accredited through the National Autistic Society (NAS).

Our SEN student support assistants work with our learners who need additional support and guidance before moving onto another supportive programme, or further education, training and work. Support needed varies from student to student. You can expect to be assisting with personal care, feeding and administration of medication. Experience of moving and handling skills in the work place would be an advantage, as well as familiarity with the use of hoists.

Although your assistance would be mostly practically based, emphasis is also placed on personal and social education, use of community services, information technology, literacy and numeracy, the development of employability and decision making skills. You will also work with tutors and students in the classroom and in practical activities.

(Please note you will be required to complete and pay for new enhanced DBS check before you can start at the College, unless you are part of the DBS update service)

When submitting your application please state your weekly availability.

Closing date: Thursday 19th October

Interview dates: TBC

Job Description

CAREER FRAMEWORK ALS

JOB TITLE - Student Support Assistant – Springfield and Supported Learning

REPORTING TO - Head of Department /Coordinator

SUMMARY OF POST

To provide support for individual, or groups of, students with learning difficulties and disabilities and to assist tutors in delivering the curriculum.

KEY RESPONSIBILITIES

- Where required support students with their personal care and/or transport arrangements where relevant, including mobility and independent living programmes.
- Where required to support with medication administration
- Liaise with nursing staff on appropriate care

- Comply with risk assessments for individuals
- Support students to access college resources and facilities.
- Escort/supervise students during onsite and inter-site travel and out of College activities e.g. leisure activities, work experience.
- Have regard to the safety, medical status and emotional well-being of students under supervision at all times.
- Assist students in classroom activities e.g. work with written materials, computers etc.
- Assist students working on practical tasks.
- Adapt teaching materials under the direction of teaching staff.
- Take responsibility for the preparation, upkeep and organisation of resources.
- To communicate regularly with course tutors to ensure that concepts and information are presented clearly and that any student related issues are identified.
- Attend case conferences and other review/assessment meetings and maintain records as appropriate.
- Advocate on behalf of the student as and when appropriate.
- Attend and contribute to course team meetings, site meetings, tutorials and curriculum development as part of the evaluation process.
- Perform administrative duties relating to students with additional support needs.
- Assess students where appropriate and contribute to planning of their support programmes

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

CRITERIA

RECRUITMENT- Short listing criteria

- 2 year's general work experience of working with students in either schools, adult education, prisons or voluntary/charitable organisations
- Good standard of education 5 GCSE's grade C or above or equivalent qualification or extensive experience

PERSON SPECIFICATION (to be assessed at the interview stage)

PERSONAL ATTRIBUTES

- Ability to work as part of a team
- Ability to present concepts and information clearly, and appropriately, to meet the needs of individual learners
- Ability to use own initiative and work with minimum supervision
- Positive, enthusiastic with a can do attitude

SKILLS AND EXPERIENCE

- Good verbal and written communication skills
- Good skills in it
- Experience of working with people with disabilities or learning difficulties