

# HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

## Job Description

<b>POST TITLE:</b>	Student Support Assistant - SSA
<b>RESPONSIBLE TO:</b>	Student Support Coordinator
<b>RESPONSIBLE FOR:</b>	Caseload of students with Education, Health and Care Plans (EHCPs)
<b>JOB PURPOSE:</b>	Offering one-to-one or small group support to students with Education, Health and Care Plans (EHCPs).

## MAIN DUTIES AND RESPONSIBILITIES

A flexible approach is required for the job, as the duties may be changed within the scope of the post.

### Services for students

- To offer one-to-one or small group support to students and help in the classroom as and when required.
- To work in partnership with tutors and other staff, to address the needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential.
- To support students so they can access the delivery of learning programmes and activities in the classroom/workshop or off-site learning situations.
- To meet the social and personal support needs of individual students, in the classroom and out of class situations.
- To prompt students to access and take medication, in accordance with procedures outlined in individual risk assessments.
- To vary the nature and degree of support according to the subject area, level of cover, student maturity and other additional support needs to promote independent learning.
- To liaise with appropriate additional support, tutors and instructors to promote the inclusion of students with learning difficulties and disabilities.
- To maintain the equipment and resources provided for EHCP students, as directed by their line manager.
- To support the exams department in carrying out between 10 and 20 hours of invigilation per academic year.
- To liaise closely with the safeguarding team for all students who have a CPSA – College pastoral support assessment.

### Monitoring and oversight

- To complete routine administrative tasks associated with the above duties, for example, weekly support logs and termly reviews.

- To contribute to the assessment and review of students' progress and achievement and attend meetings as appropriate.
- To liaise with students, families and external agencies as directed by their line manager.

#### Quality assurance

- SSA's may be observed via learning walks throughout the academic year under the college's teaching and learning observation cycle.
- SSA's will be expected to attend and participate in role specific continuous professional development e.g., for example safeguarding training and Prevent.

#### Transition

- To assist with the entry/enrolment and induction of students with learning difficulties and disabilities onto college programmes and the assessment of student support needs.
- To support the transition of students with EHCPs into the College and course environments.
- To attend EHCP applicant taster days and transition days as requested by their line manager

#### Staff Development, Safeguarding, Health and Safety and Equality and Diversity

- To attend and actively participate in college staff development events.
- To attend student support meetings on a regular basis.
- To participate in the College's appraisal scheme and any training deemed appropriate for the post.
- To be prepared to undertake training in first aid with a view to becoming a college first-aider.
- To adhere to college policies, including health and safety, safeguarding, Prevent and equality and diversity and to manage staff within the department to do the same.
- To observe and comply with the College's Safeguarding Policy and with Keeping Children Safe in Education.
- To undertake other additional duties, consistent with the role as may be deemed appropriate by the Head of Student Support & SEND.

## PERSON SPECIFICATION

	Essential	Desirable
Education, qualifications and training	<ul style="list-style-type: none"> <li>GCSE grade 4 or equivalent in Maths and English.</li> <li>Level 2 qualification in ICT or proven IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ongoing professional development.</li> <li>Recognised safeguarding training.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Have knowledge/experience of learning difficulties and disabilities</li> <li>Proven written communication skills.</li> <li>Ability to advise, guide and communicate complex technical issues to students.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in providing learning support.</li> <li>Experience in dealing with 16-18-year-olds.</li> <li>Working within FE sector.</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>A good communicator, both verbally and in writing.</li> <li>Good punctuality.</li> <li>Use initiative and be resourceful in changing situations.</li> <li>Professionalism and ability to establish rapport with a wide range and variety of people.</li> <li>Student-centred approach.</li> <li>Ability to manage workload and complete tasks in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of first aid and emergency procedures.</li> </ul>
Motivation and personality	<ul style="list-style-type: none"> <li>Have a positive view of learning difficulties and disabilities and inclusive learning.</li> <li>Confidence in working with young people.</li> <li>Sensitivity and awareness of people's needs.</li> <li>Resilience, patience and tolerance.</li> </ul>	<ul style="list-style-type: none"> <li>Highly student focused.</li> <li>Sense of humour.</li> </ul>