

JOB DESCRIPTION

Job Title:	Support Worker	Grading:	
Section:	Skills for Life	Reference:	
Job Objectives:			
<ol style="list-style-type: none"> 1. To provide learner support, which meets the needs of students with disability/health or medical conditions and is responsive to specific needs. 2. To support staff in the delivery of educational programmes to students with sensory, physical or specific learning difficulties. 3. To engage in quality assurance and enhancement activities. 4. To participate in staff development activities. 5. To undertake such other reasonable duties appropriate to the post that may be delegated by the Line Manager. 			
Reporting to:	Associate Director of Curriculum and Quality		
Reporting to the position:	None		
Interface with:	College students, staff and external agencies		
Approved by:		Date:	
Signature of Post Holder:		Date:	

Duties and Responsibilities:

1. To provide learner support, which meets the needs of students with disability/health or medical conditions and is responsive to specific needs.
 - a. To act as reader and/or scribe during students' programmes of study.
 - b. To provide support to students on a 1:1 or group basis.
 - c. To support students to access learning materials through the use of assistive technologies/auxiliary aids (as appropriate).
 - d. To support students on work placements (if required).
 - e. To support students on arrival and departure from college and in accessing other college facilities.
2. To support lecturing staff in the delivery of educational programmes to students with sensory, physical or specific learning difficulties.
 - a. To support lecturing staff in the teaching and supervision of learning.
 - b. To assist lecturers through the preparation and maintenance of the learning and teaching environment.
 - c. To assist in the setting up and monitoring of students' work placements (if required).
 - d. To support lecturing staff through the maintenance of students' documentation.
 - e. To support lecturing staff in ensuring conformity to relevant Health and Safety requirements.
3. To engage in quality assurance and enhancement activities.
 - a. To assist in the monitoring of students' development.
 - b. To provide feedback to lecturing staff on students' development.
 - c. To participate in Course Team/Course Committee meetings as appropriate.
4. To participate in staff development activities.
 - a. To become familiar with relevant learning and teaching materials.
 - b. To develop competence in the use of assistive technologies/auxiliary aids.
 - c. To participate in relevant staff development activities.
 - d. To participate in the Staff Review scheme.
5. To undertake such other reasonable duties appropriate to the post that may be delegated by the Line Manager.