

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	Study Support Assistant
Job Purpose:	Supporting students with individual or additional needs, as appropriate, both in the classroom and in 1:1 sessions
Accountability to:	Director of Study Support
Responsible for:	No staff

Key Responsibilities and Key Tasks:

- 1. Supporting students with individual or additional needs**
 - a. Liaison with study support staff, subject teachers and tutor with regard to specific needs
 - b. Support in classroom taking notes, reading handouts and during practical sessions
 - c. Where necessary act as scribe (hand-written and word processed) both in the classroom and to support homework/private study
 - d. Grammatical correction and proof-reading of text
 - e. Support students in organisation of self and materials
 - f. Advance preparation of materials for use in class/homework
 - g. Assistance with research using written and Internet sources
 - h. Participation in special arrangements for examinations
 - i. Participation in progress meetings with parents, students and teaching staff
 - j. Supporting students with assistive technologies
 - k. Assisting students with personal care tasks (if required)
 - l. Maintaining and updating tracking documentation.
 - m. Keeping detailed, updated 1-2-1 logs for students



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- n. Attending and contributing to calendared Study Support Meetings.
- o. Undertake staff professional development, additional subject training and skills updating as required and in accordance with College policies & procedures
- p. To contribute to the provision of the Drop In Study Skills Hubs.

