

## **JOB DESCRIPTION**

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

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**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
- 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.