

## **JOB DESCRIPTION**

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

---

**Job Title:** Study Support Practitioner

**Job Purpose:**

- 1. Support students with SEND in the classroom, 1:1 and in small groups**
- 2. Support students with complex profiles including SEND and SEMH needs, contributing to the delivery of small group and specialist provision**

**Accountability to:** Study Support Co-ordinator/Senior Study Support Practitioner

**Responsible for:** No staff

### **Key Responsibilities and Key Tasks:**

- 1. Support students with SEND in the classroom, 1:1 and in small groups**
  - a. Liaise with the study support team, subject teachers, tutors and other pastoral staff to support the safety, wellbeing, positive engagement and progress of allocated students
  - b. Consistently and reliably support students in-class; taking notes, reading handouts and during practical sessions
  - c. Where necessary, act as a scribe (hand-written and word processed) and/or prompt, both in the classroom and to support homework/independent study
  - d. Provide grammatical correction and proof-reading of text
  - e. Support students in the development of their study skills, time-management and organisation (including kit/equipment)
  - f. Prepare materials in advance for use in class and 1:1 Study Support sessions
  - g. Assist with research using written and online sources
  - h. Support students in the use assistive technologies
  - i. Assist students with personal care tasks (if required)
  - j. Maintain and update tracking information on MyProgress
  - k. Keep detailed, updated 1-2-1 logs for students
  - l. Collaborate with teaching and support staff to inform progress reviews and EHCP annual reviews
  - m. Provide specialist invigilation for examinations in small groups or 1:1 setting
  - n. Contribute to the provision of small group support and enrichment provided by the Study Support Team



- o. Attend and contribute to Team meetings and other cross-college events as required
  - p. Undertake relevant training and professional development activities to update skills as required and complete all statutory training
- 2. Support students with complex profiles including SEND and SEMH needs, contributing to the delivery of small group and specialist provision**
- a. Work collaboratively as a member of the Study Support Team to provide effective support for students with complex SEND and/or SEMH profiles
  - b. Identify student learning needs and use initiative to develop opportunities for intervention, consulting with senior colleagues where adjustments to provision are needed or to make referrals for specialist support or other pastoral intervention
  - c. Proactively engage with students, staff and parents/carers regarding student support needs, reasonable adjustments and any concerns that arise
  - d. Undertake additional training as required to support SEND profiles of student cohort
  - e. Contribute to the delivery of specialist small group support and enrichment
  - f. Contribute to the organisation and delivery of transition support including career progression support
  - g. Contribute to the provision of support for vulnerable students at cross-college events and activities

