

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:	Support students with SEND in the classroom, 1:1 and in small groups
Accountability to:	Study Support Co-ordinator/Senior Study Support Practitioner
Responsible for:	No staff

Key Responsibilities and Key Tasks:

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



