



JOB DESCRIPTION

JOB TITLE: Education Support Worker

Faculty: Learner Support

Grade: Education Support Worker

Directly responsible to: Head of Learner Support

Directly responsible for:

PURPOSE OF JOB:

To support students in all aspects of their College programmes.

MAIN RESPONSIBILITIES AND DUTIES:

1. With guidance from the lecturing staff, to support students in tutor designated activities in the teaching situation on an individual or group basis as directed by the Head of Learner Support.
 - Helping organise student files
 - Focusing the student on the instructions and meaning of the learning activity and ensuring the student understands the task in hand
 - Promote confidence, motivate and provide guidance and encouragement to the student in whatever activities s/he is undertaking
 - To encourage the student to integrate into the learning group
 - Act as a second authoritative figure in the classroom at appropriate times
 - Ensure students are up to date with their work and liaise with the tutors to identify gaps and assist in getting the student to meet targets
 - Contribute to record keeping systems for students with learning support
2. To support the integration of students into college activities
3. To supervise the students during breaks and meal times when appropriate
4. To support student resources/ information seeking related to studies
5. Accompany students on external visits, supporting the student when required
6. Work in partnership with vocational, subject specific and specialist support tutors under the direction of the Head of Learner Support.
7. Assist in the continuous learning support assessment process as directed
8. Undertake related administrative duties such as assisting in maintaining the learning support record keeping system.
9. To assist in the physical adaptation or production of resources such as enlarging photocopies, transcribing taped notes etc as directed by the Head of Learner Support.
10. To assist in setting up specialist equipment to support students
11. To take notes for students as directed
12. To ensure students move safely between locations when under their care
13. To undertake in-house staff development and training as discussed with the Head of Learner Support.
14. Implement and monitor quality systems
15. The postholder may be required pursuant to their duties to perform services not only for the Corporation but also for any Subsidiary.
16. In carrying out his/her duties the person must be:
 - Comply with Health and Safety Regulations
 - Be aware of the College Statement on Health and Safety
 - Take full responsibility for ensuring Health and Safety of students under their supervision and control
17. Be fully aware and comply with the College policy on Equality and Diversity .
18. To actively contribute to the College's safeguarding children and safeguarding vulnerable adults agenda.

PHYSICAL CONDITIONS

Place of Work

The post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services. The post holder must be able to travel cross-borough to support the individual students.

Working Hours

The postholder will be expected to work hours as requested by the Head of Learner Support and agreed by the postholder. The postholder may from time to time be required to work Saturday or a Sunday, in which case time off in lieu will be given during the normal working week.

Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

SOCIAL CONDITIONS

The post holder is expected to maintain the highest level of confidentiality at all times and must never disclose, without authority, information gained in the course of their duties.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving one months written notice. The Corporation's Disciplinary Procedure will not apply during the probationary period.

In the interests of health and safety, smoking is not permitted at Bolton College.

Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

JOB DESCRIPTION PREPARED BY: Janet Bishop

DATE: September 2016