

JOB DESCRIPTION

Job Title:	Academic Support Worker
Department:	Learning Services
Contract:	37 hours per week, 40 weeks per year (0.77 FTE)
Salary Range:	£19,765 - £20,338 p.a. (pro rata of £22,417 - £23,067)
Salary Grade:	SS2
Job Purpose:	<p>To provide academic support to meet the individual needs of students identified as having additional learning needs.</p> <p>To provide academic support to FE students via UCB's Academic Skills Centre.</p>
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. In liaison with the curriculum team, to provide appropriate in-class support strategies for learners who disclose specific learning needs. 2. To provide in-class note-taking/scribing services for learners who disclose specific learning needs. 3. To provide in-class support in a range of teaching environments. 4. To report the impact that academic support is having for students with differing needs, with regards meeting their learning outcomes. 5. To accompany students on external activities where there is an academic requirement. 6. To staff UCB's Academic Skills Centre and the FE Thinkspace, as appropriate. 7. To work as part of a team to enhance the provision of academic support for students disclosing specific learning needs. 8. To work closely with subject teams to ensure that students are suitably supported, therefore reaching their academic potential. 9. To offer flexibility of working times within the working week.

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	<p>10. To provide weekly reports (for example, on Academic Skills Centre usage) as appropriate.</p> <p>11. To promote the services offered through the Academic Skills Centre, as appropriate.</p> <p>12. To contribute to the creation of online materials (e.g. recording of videos for CASE Toolkits) as required.</p> <p>13. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>14. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>15. Any other duties as required commensurate with the nature and grade of the post.</p> <p>Personal care duties, for example: toileting, feeding, and arrangement of transport are not considered to be part of the duties of an Academic Support Worker.</p>
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PERSON SPECIFICATION

Post:	Academic Support Worker	<u>Weighted criteria</u>
Experience:		
1	Experience in a customer-focused role.	
2	Experience of supporting learners/additional learning needs in either a paid or voluntary role.	X
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5		
Skills & Abilities:		
6	Strong written and verbal communication skills, including accurate and legible handwriting.	X
7	Ability to adapt to different situations and environments.	
8	Ability to work independently and as part of a team.	
9	Ability to record and report on student progress.	
10	Confident user of IT including Microsoft Office programmes.	
Education & Qualifications:		
11	Minimum level 2 (GCSE C/4 equivalent) qualifications in English and Maths.	
12	Qualification at level 3 or above (e.g. A-level, BTEC Diploma, Advanced Apprenticeship).	X
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Training & Professional Development:		
16	A willingness to engage with relevant professional development.	
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Other Attributes:		
21	Flexible approach to work, including working hours.	
22	An awareness of learning needs and learning difficulties.	
23	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
24	An understanding of EIF and its expectations.	
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