**People Team**

**Job Description & Person Specification**

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| **Post Title:** | **Academic Support Assistant (ASA)** | **Department:** | **Student Support & Inclusion** |
| **Hours per week:** | 16-35 | **Weeks per year:** | 36 |
| **Contract Type:** | Permeant | **Reports to:** | SEND, Transition and Development Delivery Coordinator |
| **Scale & Spine Points:** | LSA01-LSA04 | **Location:** | Across all sites |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:* A passion for learning and success
* Supportive and caring
* Respectful and considerate
* A champion for equality through learning
* Ambitious and tenacious
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| **Department Overview** |
| We are a well-established and responsive Support team which forms part of the Student Support & Inclusion directorate at Bournemouth & Poole College. This large team of dedicated and experienced professionals works both with wider college teams as well as external professionals to ensure that all students have the best possible learning experience, allowing them to achieve and develop to their fullest potential. With a wide range of support available, we aim to deliver a student-centred approach that is flexible to meet individual needs while promoting independence in preparation for the world of employment. Our dynamic, highly-qualified and committed team comprises specialists in specific learning difficulties and sensory impairments, assessors, math & English coaches, front of house staff, examination advisors and academic support assistants with a varying set of specialist skills.  |
| **Purpose of the Role**  |
| The purpose of this role is to ensure that students with additional needs are provided with a positive and supported learning experience. Academic Support Assistants enable students with additional needs to successfully complete their programme of study; helping students by working in conjunction with teaching staff to provide support on an individual or small group basis. |
| **Key Accountabilities & Duties** |
| • To work under the direction of teaching staff (class tutors and specialist practitioners) to provide high-quality specialist support. Specialisms will include English and maths support, support for learners with Autism and/or support for learners with specific learning disabilities• To encourage and support students to develop their skills in working independently• To provide necessary support during teaching sessions, including helping the student to interpret notes, checking understanding of vocabulary, recapping learning* To provide tailored support outside of the classroom as required; this may take place as a support session in the Study Centre

•To develop strategies to support student organisational skills, for example - prioritising tasks in order to meet assignment deadlines• To work flexibly in supporting and preparing students for exams of all types; to act as a reader, scribe or invigilator. Where required, and following training, ASAs may be expected to set up an exam independently and return any paperwork to the examination team• To undertake any training that is deemed mandatory or of relevance to the role. ASAs may be expected to attend training sessions before the start of term as required• To complete administrative duties as required e.g. writing up session reviews, contributing to annual reviews and recording progress using online systems such as Pro Monitor• Where agreed and where appropriate training has been undertaken, to provide personal care as required in line with risk assessment outlined in the student’s medical or personal care support plan. All support of this type to be provided in a sensitive and respectful manner, to preserve the dignity of the student |
| **Equal Opportunities**  |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK. All successful candidates will be required to provide proof of their qualifications.  |
| **Further Information** |
| This Job Description and Person Specification are current as at August 2023**.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager. A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Level 2 (or equivalent) English and MathsTeaching Qualification or willingness to achieve within 2 years. |  |
| **Post Specific Qualifications**  | Hiring manager to specify qualifications required for post ie Degree in relevant subject | •Level 3 Maths and English•Learning Support qualification or other relevant specialist qualificationIT qualification |
| **Work Experience** | •Experience in using online record keeping systems•Experience in the effective use of email and online calendar systems•Experience in engaging with a range of individuals at all ages and academic levels | Work experience in an FE setting ie college or school•Experience of supporting/working with young people and/or adults with learning difficulties and/or disabilities•Experience in managing challenging behaviour•Experience of using Pro Monitor•Experience of working within FE |
| **Knowledge** | •Understanding of additional learning needs and disabilities•Broad knowledge of both academic and vocational curriculum and delivery models•Knowledge of basic Microsoft packages such as Word, Excel, PowerPoint•Knowledge of safeguardingCompetent in Microsoft Office applications | Working with student databases ie ProMonitor/ProSolution Understanding of KCSIE and safeguarding children and vulnerable adults •Specific knowledge of additional learning needs and disabilities•Specific knowledge of English and maths curriculum |
| **Skills**  | Communication skills including written and verbal•Ability to work within a team as well as individually•Able to work on own initiative, making informed decisions where appropriate•Ability to carry out personal care with sensitivity to student needs•Ability to liaise and share information appropriately•Proven ability to work at current level 2 standard in maths and English•Effective time management skills | Ability to chair and minute meetings |
| **Other Requirements** | Attendance at college events ie open evenings including outside of normal working hours•Willingness to work cross-site as required within a range of curriculum areas•Willingness to attend team meetings and training events•Willingness to follow a weekly timetable with flexibility between the hours of 8.30 – 5.00 weekdays in order to meet the needs of students | Ability to be able to travel between sitesWillingness to provide mentoring support to new staff and take part in shadowing if required |