

JOB DESCRIPTION

JOB TITLE	Education Support Worker		
DEPARTMENT	High Needs Students		
LOCATION	Buxton & Leek		
JOB NUMBER	0539-17	SALARY	£8.32 per hour
REPORTS TO	Transition Manager		

Role Summary

We are recruiting Education Support Workers (based at Buxton and Leek) to support young people in all aspects of their learning and development.

Principal Accountabilities

- To assist students to meet their transport arrangements, for example to and from taxis and buses.
- To co-ordinate the care assessment process for students with additional support needs in any area of the College.
- To assist students in the use and care of educational aids and personal equipment provided by the College or outside bodies.
- To provide assistance for students with learning support needs in the classroom, practical work situations and during examinations where necessary.
- To provide assistance to students with additional support needs at break time and lunch time, including organising student supervision during non-taught periods of time.
- To assist in the evacuation of students with additional support needs from the College buildings in an emergency situation in conjunction with other staff members.
- To assist in the social integration and Well Being of students.
- To provide support on College trips and work experience.
- To monitor and manage the stock of learning resources, coordinating their preparation and ordering as directed by lecturing staff.
- To take a full part in Learning Support Team and Programme Area Support meetings and report back to Education Support Workers and Assistants as appropriate.
- To undertake all tasks in accordance with College Policy and Procedures and appropriate legislation.
- To comply with the requirements of Health and Safety, other relevant legislation and College documentation.
- To understand and comply with the College Equality and Diversity policy
- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

1. Essential Criteria

- Qualifications

English and Maths GCSE (A-C grade) or L2 Literacy and L2 Numeracy qualification or equivalent

- Experience

Experience of working with students with a variety of individual learning needs

Some knowledge of individual programme planning for students with individual learning

Experience of working within Further Education

- Skills, knowledge and abilities

Ability to communicate effectively with students and colleagues

Good interpersonal skills

Good organisational and administrative skills

Ability to communicate effectively with students who have profound and complex learning difficulties

Ability to use own initiative

Ability to work effectively on one's own and within a small team

Ability to ensure accurate records

2. Desirable Criteria

- Experience

Knowledge of Makaton or similar sign language knowledge

Experience of implementing quality systems

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>