



Job Description

Title:	Education Support Worker
Reports to:	Curriculum Manager
Based at:	Yorkshire Rose College
Hours of Work:	32 hours per week
Annual Leave	Term time only
Basis:	Fixed term contract - maternity cover

Job Purpose:

- To assist and support students within their sessions.
- To encourage students to become independent learners to provide support for their welfare and to support the inclusion of students in all aspects of their education.
- To support an effective, high-quality person-centered learning environment.
- To provide support for students, Tutors, Instructors, Senior Support Workers, and the college in order to raise standards of achievement.
- Follow the college's professional standards and work to the requirements of Ofsted especially in relation to the aspect of Quality of Education in the FE Education Inspection Framework.

Key Duties and Responsibilities

Education Support Workers are responsible to the Curriculum Managers for carrying out the following duties effectively and efficiently:

- To provide high quality support for students, learning activities, pastoral and welfare support along with targeted activity to support all students at risk of withdrawal or failure to complete their identified curriculum and Education Health Care Plan outcomes.
- To support students in sessions across the curriculum.
- Support and encourage attendance and punctuality.
- Provide break and lunchtime cover and enrichment as required.
- Communicate effectively with students using their preferred mode of communication.
- Listen to and support students to resolve a range of issues creating barriers to learning.
- Support and work with students on a one-to-one basis or in small or large groups.

- Work under the support and guidance of other staff to ensure students are effectively supported.
- Encourage students to become as independent as possible considering their individual needs.
- Support internal quality assurance activities within the various study programmes as directed.

Curriculum and Planning

- To create a learning environment that enables students to access and focus on training to achieve their identified outcomes.
- Contribute to the development of the College Curriculum Development Plan and Quality Improvement Plan and develop specialist knowledge in an identified subject area.
- To provide regular and purposeful feedback when required.
- To work within the college learner journey and Quality Assurance Policy, completing all administrative activities in a timely manner.
- Contribute to the student personal file ensuring the students essential documents are collated when required.
- Support extracurricular and off-site activities during lunch times.

Quality and Standards

- Raise standards and foster an ethos of excellence and endeavour to give every student the opportunity to meet their potential.
- Establish productive working relationships with students, act as a role model and provide information and guidance about their own learning, behaviour, and consequences of their own actions to promote self-esteem.
- Ensure adherence to the Quality Framework and provide comprehensive feedback into the annual Self-Assessment Report and Quality Improvement Plan.
- To be aware of all aspects of the learner journey and contribute as requested to internal and external audit processes.
- To critically review performance within learning environments in conjunction with other staff.
- To be aware of student targets and progression and keep Managers informed of concerns.

General

- To strictly observe and follow staff code of conduct.
- To promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and complete Risk Assessments for all activities.
- Support the college's implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR).
- To fulfil personal requirements, where appropriate, with regard to Foundation and college policies and procedures, health, safety and welfare, emergency, evacuation and security.
- The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- To work positively and inclusively with colleagues and stakeholders so that the Foundation provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender, or disabilities.
- To attend training as required by the Foundation to ensure that the best possible service is provided to our students and to each other.
- To observe at all times the Foundation's policies, in particular those relating to Health and Safety at Work and Data Protection.
- Attending meetings, briefings and CPD events as required and taking in the necessary up dating required in the role.
- To complete all documents necessary to comply with HR policies and ensure that records are accurate and up to date.
- To be familiar with Prevent, British Values and the FE Ofsted Handbook.
- To undertake such additional duties or projects as determined from time to time by the line manager, after consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good standard of literacy and numeracy skills (willingness to work towards) • Willingness to participate in training and developmental opportunities • Basic computer skills 	<ul style="list-style-type: none"> • Relevant, recent training and development
Experience	<ul style="list-style-type: none"> • Able to work as part of a team and communicate clearly • Able to understand and carry out instructions 	<ul style="list-style-type: none"> • Experience working within an education environment • Experience working with people with behavioural needs • Experience of working with adults with hearing impairments, learning difficulties and/or disabilities
Knowledge	<ul style="list-style-type: none"> • Commitment to safeguarding, equality and diversity and health and safety at the college • Understanding of the importance of maintaining confidentiality 	<ul style="list-style-type: none"> • Behaviour management strategies
Personal Attributes	<ul style="list-style-type: none"> • Flexibility is essential to meet the needs of our learners 	<ul style="list-style-type: none"> • Understanding of own abilities, limitations and when to seek support • Resilient to daily changes at short notice • Willingness to deliver personal care