Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, is safe and supported, and is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.

Job Title:	**Educational Support Assistant**
Hours of work/ contract:	Full time (35 hours per week), term time only (0.84 FTE)
Salary Scale:	SFCA Support Staff Salary Scale Point 7-10 £26,859 - £28,704 per annum pro rata (pro rata salary: £22,573 to £24,123 pa)
Reports to:	Learning Support Manager
Job Purpose:	To provide high quality support to students with additional needs such as Autism, ADHD, SEMH, Dyslexia and physical disabilities to enable them to fully access the curriculum and wider College life. This will involve recognising and responding to individual students' needs and will include supporting students in class, small group sessions and 1:1 sessions out of class and will require close collaboration with teaching staff.

Main Responsibilities:

- To support students with weekly 1:1 academic study skills support sessions to help break down barriers to learning and to develop their independent learning skills.
- To work with individuals or small groups of students to support their learning in the classroom as directed by teaching staff. This may include supporting learners with literacy, keeping students motivated and on task and providing assistance with note taking.
- To support Autistic students with social communication skills and life skills where appropriate.
- To liaise with teaching and pastoral staff to ensure that students are supported fully throughout their college experience.
- To keep up to date and accurate records of the support provided.
- To carry out examination invigilation for those who receive special examination arrangements.
- To contribute to progress reviews for students, including those students with EHCPs
- To liaise and build positive supportive relationships with parents and carers to ensure effective home-College communication for those students with disability needs.
- To work as part of a team and to ensure effective working relationships with all colleagues.
- To undertake staff development specific to the skills and knowledge required for the post.
- To take part in the College's Professional Development Review process.
- To accompany students on educational visits and trips organised by the College.
- To support the aims and objectives of the College.
- To assist at some of the College's events at weekends, e.g Open Days and Lesson Taster days

Additional Duties:

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity.
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

Reviewed by:	*IB*	*Date of last review:*	*May 26*