

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Additional Needs Assistant Part-time Temporary Variable Hours – Term Time Only £10.3451 per hour
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Post Holder	
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Accountable To	Assistant Principal – Care & Access
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Responsible For	
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Faculty	Care and Access Faculty
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Overall Purpose of Job
To support and engage students in a range of tasks and activities and to assist Lecturers to work with groups of students.

Main Duties and Responsibilities
Key tasks may include help with: <ol style="list-style-type: none">1 Undertake support for individual or group as requested by Head of Faculty, Programme Leader or Lecturer.2 Assist in the implementation of plans, which have been devised by lecturer and/or other agencies as required.3 Monitor on an informal basis the progress of pupil's in learning and behaviour.4 Carry out assessment procedures under the direction of class lecturer.5 Help student with personal care, which may include toileting, assistance with feeding.6 Liaise with Faculty staff, visiting staff, other agencies and homes as required.7 Prepare brief reports and/or attend reviews for individual students as requested by Head of Faculty, Programme Leader or Course Tutor.8 Attend meetings as requested by Head of Faculty/ Programme Leader9 Take part in regular supervision session on an individual basis with an allocated staff member.

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The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Experience in dealing with children and young people	E
Relevant qualifications	D

KNOWLEDGE	Essential or Desirable
Able to follow guidance and work co-operatively	E

EXPERIENCE	Essential or Desirable
Previous experience as a Classroom Assistant	D

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Flexible and adaptable	E
An approachable, calm and friendly manner	E

OTHER ABILITIES/QUALITIES	Essential or Desirable