

Regent College

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Handbook for Jotters Academic Support workers working at Regent College

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Regent College

Regent College is a medium-sized college located close to Leicester City Centre. The college is one of three sixth form colleges in Leicester and it works in partnership with the closely located Wyggeston & Queen Elizabeth 1 Sixth Form College. Regent College is proud to be inclusive and boasts a multicultural and diverse student population. The size of the college enables tutors and support staff to nurture individual students and ensure their journey at the college is a fulfilling, life-enhancing, learning experience.

All learner/ college queries should be referred to:

Joe Bennett

Head of Learning Development

JOEB@regent-college.ac.uk

Senior Regent Academic Support Worker



Ketan Chauhan

Senior Regent Academic Support Worker

What the senior does:

Staff Resources

- Manage your designated folder on the staff portal
- Ensure resources are in date, accurate and relevant
- Let you know when The Voice is published
- Have input into The Voice
- Ensure you are familiar with the staff handbook and they will have it to hand to refer to.

Support for staff

- They will meet with all new starters within the first term to see how you are getting on and if you need any support
- They will listen to any of your concerns and feedback to the office and Joe where appropriate; they will keep you posted on the action that has been taken
- You will see them on campus
- They will arrange catch up times to support you in your roles
- They will be involved in the teams continual professional development as required
- They will manage a forum so you can share best practice with your peers

Job Description – FE Academic Support Worker

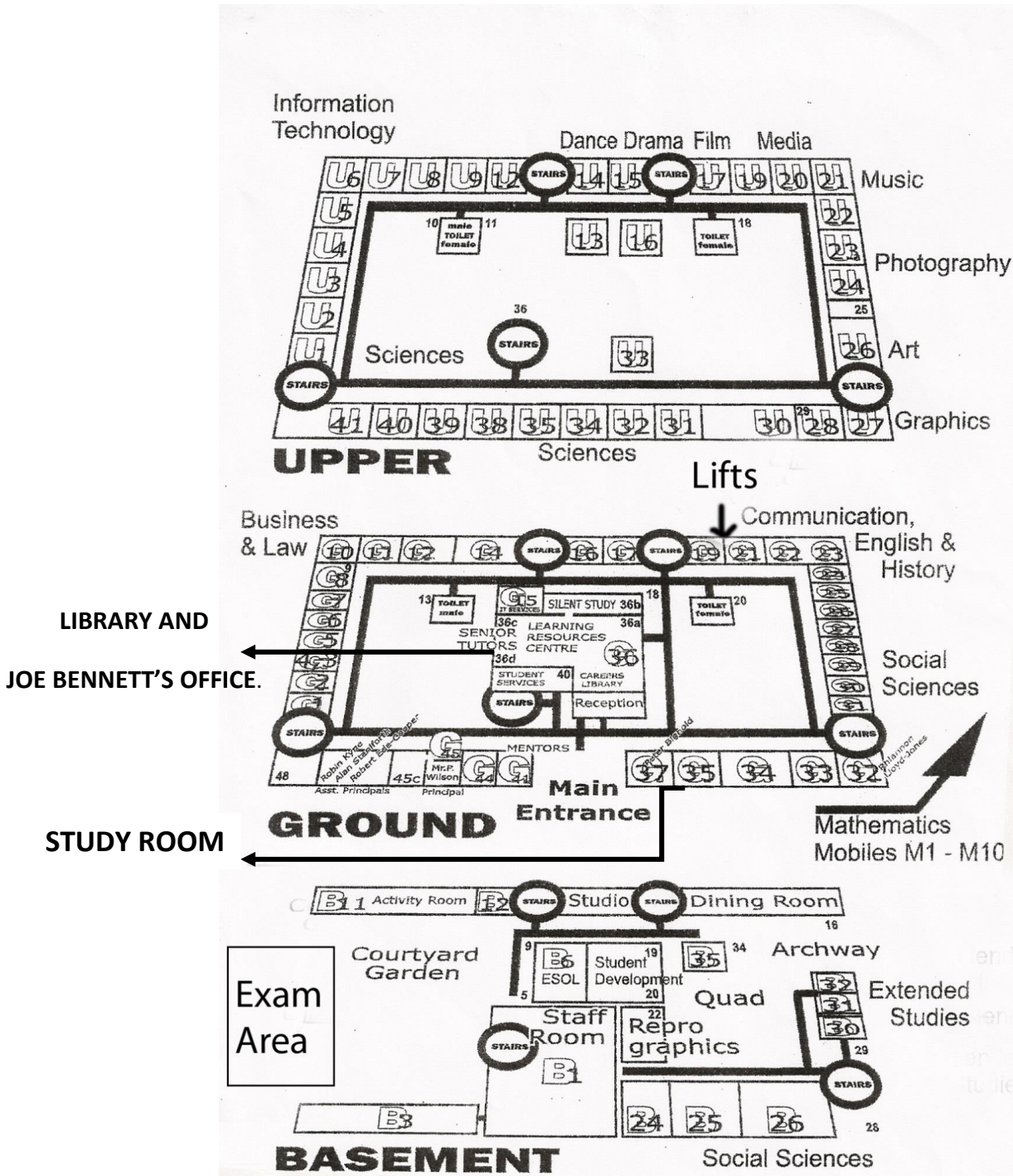
Overall Purpose of role

To provide learning support to individuals or small groups of disabled learners or learners with SpLD's, from Entry Level (pre GCSE) and above as arranged by the Head of Learning Development at the College. This will involve taking notes in time tabled lessons and providing 1:1 out of class support to go over taught material. Students may also need mobility, orientation, sighted assistance and access support on and around campus, if this is the case it is your job to provide this support. Under no circumstances is it your job to provide personal care for your student, your role is purely academic you will never be left in charge of an entire class.

Main Duties and responsibilities

- Take academic notes in class for learners in further education with a range of disabilities
- In some instances you may be asked to provide personal assistance to your learner in and around the college site or on field trips/ work experience, in the form of sighted or mobility assistance and library support
- May be asked to undertake 1:1 sessions to reinforce and recap taught material
- Always have a supply of pens, pencils and paper etc
- Always be punctual
- Produce notes that are clear, complete and legibly written
- Manage paper work effectively, i.e. filling in time sheets accurately and promptly posting them at the end of each week and complete accurate logs of daily activities and learners progress for assigned learners
- To assist in the department administration as arranged by the Head of Learning Development in your learners absence
- To inform the Head of Learning Development of any relevant information and concerns
- Maintain a high standard of presentation whilst representing Jotters
- If you cannot make a session let Jotters and the college know as soon as possible, so that cover can be arranged
- Make sure that learners are happy with the support being provided, any problems must be referred to your line manager immediately
- Make sure you attend any relevant training or meetings
- To undertake a learning support role with your identified learner and any other small group (identify individuals with the Head of Learning Development)
- Inform Jotters of any problems you are having that are either work related or effect your work, we can then help you come to a satisfactory conclusion or adapt your work to support your situation.
- You will be expected to represent Jotters in a professional and service orientated manner. This includes adhering to our stringent policies including those on confidentiality and safe guarding young people
- Actively managing personal development in agreement with the Manager.
- To undertake such other duties as may be reasonably required by Jotters.

Map of Regent College



Access requirements

On arrival

On arrival please ensure you have photo ID with you to present to security, your De Montfort University pass will be accepted.

You will be asked to login as a visitor at reception **every time** you visit Regent to provide support. You will be issued with a photo ID sticker that must be worn at all times.

Parking

There is free parking available on site.

DBS

Jotters will carry out a DBS check, so you are able to work at Regent College.

Boundaries

As Regent College is an FE College and learners are under 18 you must not exchange email or mobile numbers with your students, add them on any social media networking sites or meet them outside of college.

No show

If your student does not arrive 15mins after the agreed time then please go to reception to make them aware and to contact the student. Then report to Joe Bennett and she will advise.

Regent Timesheets

Academic Support Worker/Buddy Support/Exam Support

Regent Timesheets are available to print from the staff portal and to collect from the office both at Phoenix Yard and Regent College. You will complete a weekly timesheet indicating the start time and finish time for each day and deduct time such as lunch, breaks and gaps. Unlike other timesheets your student does not need to sign against the hours you have supported them in.

Your timesheets must be submitted to Joe Bennett on your last working day of that week. Joe will then authorise your hours and then forward your timesheet on to the office. If Joe is not available to hand over your timesheet to then post them under her door.

Please make a record of the students you have supported and the number of hours this way the office knows how many hours you are expecting to be paid for and include them on your timesheet coversheet

Wages are paid on the last working day of the month by BACs transfer.

You are not paid for sessions where you are absent. Unsigned timesheets are not paid.
Please see timesheet submission policy and procedure in the staff portal.

Study Skills Tutors

If you are delivering study skills tuition at Regent please use the Learning Support Centre Study skills timesheets. These can be accessed online through the staff portal and at the office at Phoenix Yard.

Please hand in your timesheet after your session, you can put this under Joe Bennetts door which is in the library at the back (the library staff can direct you) or hand it to Joe in person.

Use **one timesheet per student, but do not get the students signature**, Joe will sign this.

Please make a record of the students you have supported and the number of hours this way the office knows how many hours you are expecting to be paid for and include them on your timesheet coversheet.

Study skills sessions are for 1 hour only, even though the lessons are 1 hour 5 minutes in length. If the student does not arrive please wait for 15 minutes and then go to reception and ask them to call Joe Bennett and take direction from her.

JCQ Exam Guidance

You might be asked to support a student as a reader, scribe or prompter during a controlled assessment or exam. Please find guidance below regarding the rules and regulations on each role.

The rules – the use of a reader

- **May** enable a visually impaired candidate to identify diagrams, graphs and tables but **must not** give factual information nor offer any suggestions, other than that information which would be available on the paper for sighted candidates;
- **May** read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 3675 in words);
- **May** read back, when requested, what the candidate has written;
- **May**, if requested, give the spelling of a word which appears on the paper but otherwise spellings **must not** be given;
- **Must** read accurately;
- **Must** only **read** the instructions of the question paper(s) and questions, and **must not** explain or clarify;
- **Must** only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- **Must only read the instructions/rubric of a paper testing reading and must not read individual questions or text;**
- **Must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **Must not** advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- **Must not decode any symbols and unit abbreviations**, e.g. 22 should not be read as two squared, but the function simply pointed to by the reader. Part of the assessment is recognising what the superscript 2 means. Similarly, if the symbol > is printed, it should not be read as 'greater than' but simply pointed to by the reader.

The rules – the use of a scribe

- **Must write or type** accurately, and at a reasonable speed, what the candidate has said, (except in an examination requiring word processing where a scribe will not be permitted);
- **Must** draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, **unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper;**
- **Must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **Must** write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- **Must** immediately refer any problems in communication during the examination to the invigilator;
- **Must not** give factual help to the candidate or indicate when the answer is complete;
- **Must not** advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered;
- **May**, at the candidate's request, read back what has been recorded.

Prompter

A prompter may be permitted where a candidate has a substantial and long term adverse impairment resulting in persistent distractibility or significant difficulty in concentrating. For example, the candidate:

- **Has little or no sense of time; or**
- **Persistently loses concentration; or**
- **Is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions.**

In such instances a candidate may be assisted by a prompter who can keep the candidate focused on the need to answer a question and then move on to answering the next question.

Regent Term Dates 2014-15

Autumn term

Term starts Monday 18th August 2014

Training day Tuesday 19th August 2014 1 staff development day

Student enrolment Wednesday 20th August - Friday 29th August 2014

Bank holiday Monday 25th August 2014

All students begin college Monday 1st September 2014

Half term Monday 20th October – Friday 24th October 2014

Training day Monday 24th November 2014 1 staff development day

Term ends Thursday 18th December 2014

Christmas and New Year holiday Friday 19th December – Friday 2nd January 2015

Spring term

Term starts Monday 5th January 2015

Half term Monday 16th – Friday 20th February 2015

Training days Thursday 19th February 2015 1 staff development day and

Friday 20th February 2015 1 staff development day

Term ends Friday 27th March 2015

Easter holidays Monday 30th March – Friday 10th April 2015

Summer term

Term starts Monday 13th April 2015

May Day Monday 4th May 2015

Half term Monday 25th – Friday 29th May 2015

Training day Wednesday 1st July 2015 1 staff development day

Term ends Thursday 2nd July 2015