



The Learning Support Centre  
Dyslexia & Disability Specialists

# Job Description – Academic Support Worker

**Location** – Specify at application

**Contract Type** – Flexible hours, term time only

**Direct Line Manager** – Support Coordinator

## Overall purpose of role

To provide academic support to students with disabilities in Higher and Further Education, this will involve reading, taking notes in lectures, seminars and tutorials. Depending on the nature of the student's disability the notes may need to be typed up and emailed to the student. The student 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.

## Main Duties and responsibilities

- Taking academic notes in lectures, seminars and tutorials for students in higher and further education with a range of disabilities
- In some instances you may be asked to provide personal assistance to your student in and around campus, in the form of sighted or mobility assistance and library support
- 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 month
- Maintain a high standard of presentation whilst representing The Learning Support Centre
- If you cannot make a appointment/ lecture let The Learning Support Centre and the student know as soon possible
- Make sure that students are happy with the support being provided, any problems must be referred to your line manager immediately
- Attend any relevant training or meetings
- Inform The Learning Support Centre 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 The Learning Support Centre 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 The Learning Support Centre.

### **Professional Development**

- The Learning Support Centre are committed to the regular monitoring and review of individual performance and to maintaining open and participative communications within the team. Professional development and access to appropriate training is part of this and there will be regular review sessions with the Manager or his/her representative.
- This role description may be subject to review in light of the developing organisation and in consultation with the post holder.

### **Terms and conditions**

- **Eligibility to work in the United Kingdom** – The offer of employment will be subject to you providing a copy of a document confirming your eligibility to work in this country. The original document must be seen on receipt of the copy for our records (i.e. your passport). This is to comply with Section 8 of the Asylum and Immigration Act 1996
- **Leave** -You will be contracted to The Learning Support Centre during term time only, and will receive 4 weeks holiday pay, 2 weeks at Christmas and 1 week and 3 days at Easter. Your statutory rights apply during term time.
- **Payment details** - You will be paid on the last week day of each month. Your tax and national insurance contributions will be deducted before you are paid, this will be detailed on your pay slip. Basic starting rate is £6.70 p/h.
- **Medical examination** – This appointment may be subject to a satisfactory medical report, which may include a medical examination
- **References** – The appointment may be subject to the receipt of references, which are satisfactory to The Learning Support Centre
- **Pension** – You will have access to a stake holder pension scheme ran by the Legal and General
- **Probation** – This appointment will be subject to a probationary period of 3 months
- **Hours** – The Learning Support Centre will seek to provide you with as many hours as are available
- **Disclosure Barring Scheme (DBS)** – Employees are required to complete a DBS check and employment is subject to DBS clearance. You will be expected to pay £53 for this. Your name and DBS number will be supplied to institutions we work with. We encourage all staff to sign up to the DBS update service which means the DBS is transferable and can be continually checked.
- **Payment for training** – You will not be paid for attending training however failure to attend will effect your eligibility for work

## Skills Knowledge & Experience

Requirements	Essential/Desirable
Experience in studying or working in a Higher or Further Education setting	Essential
Experience in supporting disabled people or people with specific learning differences in education and/or in the workplace	Desirable
Excellent communication skills	Essential
Be able to recognise your own limitations and refer to other services where appropriate	Essential
To be able to establish and maintain professional boundaries	Essential
Confidence in working independently with learners	Essential
Takes a logical approach to problem solving and pays close attention to detail	Essential
Applies quality standards to all tasks undertaken and ensures that nothing is overlooked	Essential

## Equal Opportunity

Requirements	Essential/Desirable
Must be able to recognise discrimination in its many forms and willing to put Jotter's Equality Policies into practice	Essential

## Qualifications, Training

Requirements	Essential/Desirable	Measurement
Educated or Study at Degree level or equivalent	Essential	Documentary evidence, From the application form
Maths and English GCSE C Grade	Essential	Documentary evidence, From the application form

## Attitude & Motivation

Requirements	Essential/Desirable
Understands the needs, objectives and constraints of those in other disciplines and functions.	Essential
Mindful of company ethos in approach to work and clients at all times	Essential
Pro active in the evolution of the company team	Essential