

**REDCAR & CLEVELAND COLLEGE****JOB DESCRIPTION**

<b>POST</b>	<b>Development Support Worker – Hourly Paid</b>	<b>LOCATION</b>	<b>Main Site</b>
<b>SALARY</b>	<b>£8.26 per hour</b>	<b>LINE MANAGER</b>	<b>Head of Division</b>
<b>HOURS</b>	<b>Variable</b>		

**KEY RESPONSIBILITIES**

- To provide high quality learning support in a purposeful learning environment where learners feel safe, secure, confident and valued
- To maintain a professional relationship, working within the legislative requirements and College procedures relating to Diversity and Equality
- To follow procedures laid down in ISO 9001:2000 and IIP operating within the College

**KEY TASKS**

1. Ensure learners with additional support needs are engaged and effectively supported in learning activities in the College and/or community and that records of support are maintained accurately to a high standard
2. Communicate effectively with individual learners to clarify additional support arrangements prior to the commencement of learning activities and maintain effective relationships that promote learning
3. Adopt a range of strategies to enable each learner to become more independent in the classroom, workshop, learning centre, College or community
4. Give guidance and assistance relating to presentation of coursework and assignments/assessment activity and provide personalised support appropriate to each learner to enable learners to achieve identified goals eg give support in using basic ICT as required
5. Support colleagues in the development and application of assessment methods that promote learning including questioning and constructive feedback and methods that involve learners in taking some ownership and responsibility for assessment
6. Assist teaching staff in the selection, preparation, modification/adaptation, development, use and evaluation of learning materials and resources for individual learners
7. Assist and support the class tutor in the effective planning of the lesson for learners who require specific support
8. Assist and support the class tutor with effective behaviour management and promote behaviour that demonstrates respect for others aligned to college code of conduct and Diversity & Equality agenda.
9. Contribute to planning and review of learning with tutors, learners and any other relevant people in positive ways that support learners' motivation, engagement and achievement and that inform planning of further support, attending all appropriate meetings

10. Liaise with the class tutor regarding referrals to other College services and support
11. Provide additional support on an individual basis to enable learners to participate in chosen additional study, social, recreational, leisure, sports and voluntary activities
12. Support progression and the transition of learners into and out of their programmes of learning
13. Ensure all work with identified learners is correctly logged for ALS claim
14. Contribute, and encourage learners to contribute, to the review of learning programmes
15. Undertake training as required for updating of skills and knowledge relating to the role as required
16. Be familiar with the rights/responsibilities of employers/employees under current Health and Safety legislation
17. Maintain the confidentiality of information given on or from learners in line with College procedures
18. Actively contribute to the development of the Learning Support Service as an effective team member, collaborating with other members of the team to provide high standards of service within the College, to schools, external agencies and the wider community
19. To undertake relevant training and CPD in relation to Safeguarding matters and to invoke College safeguarding procedures where appropriate to ensure the safety and wellbeing of all learners at all times.
20. Carry out any other reasonable duties commensurate with the grading of the post as may from time to time be requested by the Principal