

JOB DESCRIPTION

Title of Post ACADEMIC SUPPORT WORKER

Salary **Term Time Only**

Organisational Relationships

Responsible directly to the Supervisor, Co-ordinator and the Registered Manager.

Purpose of the Post

To enable and assist students with disabilities to participate fully in their chosen course.

Equal Opportunities

SHCA is committed to achieving a working environment that provides equality of opportunity and freedom from discrimination on the grounds of race, religion, sex, class, sexual orientation, age, disability or special needs. SHCA is also committed to building a workforce that is diverse and reflects the community around us. We expect our workforce to understand and comply with SHCA's Equal Opportunities policy.

Principal Duties

To take legible and thorough notes.

To assist with I.T. tasks, including use of the Internet.

To enable students use the library, photocopier etc.

To accompany students enabling them to access transport.

To help students get around campus.

To support students throughout break times.

To support students in classroom environment.

To perform any other reasonable duties to ensure the comfort of the student.

To perform personal care duties when required.

Other Duties

To participate in the general management and administration of the Company.

To attend General Meetings of the Company.