

ELFRIDA RATHBONE CAMDEN

Job description

Leighton Education Volunteer (Student Support)

Job title	Volunteer Student Support Assistant
Responsible to:	The Leighton Education Teaching and Learning staff Project Manager
Location:	ERC offices in Kentish Town
Job purpose:	To provide learning support for students aged 16-25 with mild to moderate learning difficulties and/or disabilities

Main Responsibilities

1. To provide support according to needs on a one-to-one or small group basis in the classroom or with other planned activities.
2. To support learners in achieving targets set in their individual learning programmes.
3. To assist the teachers to recognise and support emotional, cultural and pastoral needs of learners.
4. To accompany learners to off-site activities facilitating travel and maximize wider opportunities for learners and learning.
5. To supervise students during lunch and break times, and beginning and end of the day.
6. To assist tutors in maintaining up to date records, student profiles, learning aims and outcomes.
7. To assist tutors with monitoring and tracing of students' progress by taking part in the assessment and recording of data including progress of students on placement.

Other

1. To follow all other Elfrida Rathbone Camden policies and procedures including those relating to respect to Confidentiality, Equality and Diversity, and Health & Safety.
 2. To identify and report any safeguarding concerns, and in all work to follow ERC's Child Protection and Vulnerable Adult policies.
 3. To carry out other duties as appropriate and required.
-