

Role of Academic / Educational Assistant:

Person Specification: ☒

Excellent Interpersonal and communication skills are essential. ☒ Sensitivity, confidentiality and respect for the privacy of the student at all times are paramount for this role. Guidelines for Academic / Educational Assistant: ☒ The primary responsibility of an Academic / Educational Assistant is to assist a student with a disability with educational support requirements that the student cannot complete independently. ☒ An Academic / Educational Assistant may be required to assist with mobility and orientation around the college. ☒ An Academic / Educational Assistant may be required to assist with educational tasks, sourcing library books, photocopying, etc. ☒ An Academic / Educational Assistant will assist the student in identifying and overcoming issues related to submitting assignments. This type of support deals with essay techniques in general, paragraph structure, appropriate referencing and the use of grammar. ☒ An Academic / Educational assistant may be required to assist with carrying personal belongings, books, folders and materials for the student. ☒ An Academic / Educational Assistant will facilitate the student's participation in a course of study but will not assist with, or complete, any of the work associated with that course of study. For example, it is fine to be asked to retrieve books but it is not acceptable to be asked to research which articles or chapters should be chosen to fulfill an assignment. ☒ Ensure communication exists between the student you are supporting and peers and staff. Do not speak on behalf of the student. ☒ Assisting the student when with friends requires particular skill and sensitivity. It is important that you keep a low profile. ☒ Arrive punctually at agreed times ready for work. ☒ Communicate and discuss any problems that arise as soon as possible