

**Job Title:** Study Support Caseworker

**Responsible to:** Head of Study Support

**Responsibilities:**

1. Manage and provide support to a caseload of students with additional medical and/or learning needs to enable them to access learning.
2. Create and review bespoke individual support plans for students to ensure implementation and impact of targeted support
3. Provide regular support for students with medical issues to ensure they can access their learning, have appropriate support in place and are progressing effectively at College.
4. Liaise with external agencies and attend meetings/training as required.
5. Undertake assessments and applications for exam access arrangements.
6. In liaison with Directors of Curriculum & Support (DoCS), support students who have returned to College following a critical incident, creating and reviewing crisis management plans and advising DoCS on student progress.
7. Liaise with other relevant staff and update student records to ensure clear communication of support and expectations for students.
8. Undertake risk assessments for College trips, moving and handling assessments and Personal Emergency Egress Plans (PEEPs).
9. Work closely with the Careers department to support students' access to work experience, progression advice and completion of associated risk assessments.
10. Support students with medical needs in transition to the College
11. Provide advice to teachers and cross-College staff on supporting students' needs and implementing exam access arrangements.
12. Support students with mobility or accessibility issues, either temporary or permanent, in navigating the site, both planning accessible routes of access and offering practical assistance where required such as carrying bags/equipment and pushing wheelchairs.
13. Provide advice and guidance through on-going communication with parents, teachers and other College staff as necessary.
14. Invigilate/support students' exam access arrangements if required.

**Other:**

15. Participate in the College's annual professional reviews and undertake professional development.
16. Comply with the College's health and safety policies and procedures.
17. Prioritise the safeguarding of all students and participate in relevant training.
18. Contribute to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
19. Undertake such other duties as may reasonably be required by the Principal.

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Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	Application/ interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people (aged 16 – 19) with a diverse range of needs, particularly in mental health.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with multi-disciplinary teams.</li> <li>• Experience of safe management and support for young people presenting in crisis</li> <li>• Experience of working in an educational environment</li> </ul>	Application/ interview
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Empathy and rapport with young people, with an understanding of the impact of health needs on education.</li> <li>• Effective communication and interpersonal skills.</li> <li>• Strong organisational and administrative skills.</li> <li>• Ability to use initiative and manage a caseload and a varied and demanding workload.</li> <li>• Ability to manage the emotional demands of working with students who have complex needs and to stay calm under pressure.</li> <li>• Physical ability to</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility to cope with new educational developments, particularly in the area of special educational needs.</li> </ul>	Application/ interview/ assessment

	<p>undertake moving and handling requirements of the role, with appropriate training and equipment, e.g. pushing wheelchairs, moving and handling of people, bending and kneeling.</p> <ul style="list-style-type: none"><li>● Display a commitment to the protection and safeguarding of children and vulnerable adults.</li><li>● Display a commitment to meeting the individual needs of each student, respecting diversity and ensuring equality of opportunity.</li></ul>		
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