

## JOB DESCRIPTION

### Post 16 Student Support Assistant (Maternity Cover)

#### Salary and Hours

**Salary:** NJC Salary Scale – Grade 5 – Scale Points 15 – 22.  
Salary will be pro-rated based on the number of hours and weeks worked per year  
(ie £23,877 - £26,947)

**Hours:** 37 hours per week – Term Time Only - Maternity Cover

**Daily Direction from:** The Director of Post-16 Studies

**Note:** **All Support Staff are managed overall by the School Business Manager**

#### Purpose

Within this role the post holder will be expected to:

- To support the welfare of individual students within Post-16.
- To support the Director of Post-16 Studies and Deputy Director of Post-16 Studies in establishing high standards of achievement, behaviour and attendance and to create a positive Post-16 identity.
- To support and challenge students to ensure that they are successful in their studies and achieve outcomes that enable them to progress on to future study, employment or apprenticeships.
- Active promotion of school ethos and expectations across Post-16.
- To embed the virtues of The Minster School in students, supporting them to engage with learning and wider school life.

#### Specific duties and responsibilities

##### General

- To support behaviour, attendance and welfare systems relating to Post-16.
- To support underachieving students, removing barriers to learning and help them to develop positive working practices.
- To support and challenge students, enabling them to make at least expected progress.
- To track and monitor intervention with students and evaluate the impact.
- To support vulnerable learners to make good progress, including
  - Students who qualify for the Sixth Form bursary;
  - Students who have been identified as Pupil Premium or Looked After Children in the Main School;
  - Young carers;
  - Persistent non-attenders;
- To take up duties related to supervised study.
- To work with Year 11 Leader and Careers officer in supporting transition to and from Post-16.
- Support and attend Post-16 open evening and in addition Post-16 Parents' evening if necessary.
- To liaise with tutors on issues of a pastoral nature, with active involvement in tutor meetings.



- To actively use SIMs, CPOMS and other school systems to ensure incidents and actions are logged and recorded.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To be proactive in supporting the ethos of the school and Sixth Form expectations by being a strong presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the school day.
- To complete the safeguarding officer training and be a proactive member of the school safeguarding team
- To attend meetings with external agencies in relation to children from your assigned year group.
- To support transition events from KS4 to 5.

## Quality Assurance and standards

- To set a good example in terms of dress, punctuality and attendance.
- To be professional when dealing with visitors, staff, students, outside agencies.
- To attend team and staff meetings as required.
- To be proactive in matters relating to health and safety.
- To implement and promote the school's policies and procedures relating to all areas of employment and service delivery.

## Additional duties

- To play a full part in the life of the Minster Teaching School and its Alliance, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff review processes and professional development opportunities.
- To train as a first aider and administer emergency first aid to students as necessary.
- To train and act as a designated safeguarding officer in school.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Head Teacher.

## Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

## General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



National  
Teaching  
School

# Minster Trust for Education

---



Signed: \_\_\_\_\_ Member of Staff

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_