



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

SPECIALIST SUPPORT ASSISTANT (LEVEL 3)

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide outstanding support to enable students with additional needs including those with SEN to play a full and active part in the life of the school and to make outstanding progress in their learning.
2. Support children in their educational and social development.
3. Motivate and encourage students.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for Students

- 1.1 Support, on a one-to-one basis, a student with additional needs.
- 1.2 Attend to students' personal needs and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes / strategies.
- 1.3 Establish constructive relationships with students and interact with them according to individual needs.
- 1.4 Promote the inclusion and acceptance of all students.
- 1.5 Encourage students to interact and work co-operatively with others and engage in learning activities.
- 1.6 Promote self – esteem and independence.
- 1.7 Use skills / training / experience to assess the needs of students and support their learning.
- 1.8 Administer any special medication that the student is required to take in school time. If this is required, then full training will be provided.

2. Support for the Teacher

- 2.1 Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- 2.2 Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- 2.3 Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.

- 2.4 Provide the teacher with objective and accurate feedback and reports as required, on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 2.5 Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of student's work.
- 2.6 Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- 2.7 Manage the compilation of records, information and data.
- 2.8 Administer and assess routine assessments, undertake routine marking of students' work, and accurately record achievement / progress.
- 2.9 Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- 2.10 Establish constructive relationships with parents and carers as agreed with the teacher.

3. Support for the Curriculum

- 3.1 Support student in accordance with individual education plan.
- 3.2 Support students in understanding instructions.
- 3.3 Implement structured and agreed learning activities and teaching programmes, adjusting activities according to student responses.
- 3.4 Implement local and national learning strategies e.g. literacy, numeracy, early years etc. as directed by the teacher.
- 3.5 Support students in using IT and develop students' competence and independence in its use.
- 3.6 Determine the need for, prepare and use specialist equipment / resources as directed by the teacher, and assist students in their use.
- 3.7 Actively seek information regarding, and utilise, the range of activities, courses, organisations, and individuals to provide support for students to broaden and enrich their learning.

4. Support for the School

- 4.1 Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.2 Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop.
- 4.3 Contribute to the overall ethos / work / aims of the school.
- 4.4 Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the students.
- 4.5 Attend and participate in relevant meetings as required.
- 4.6 Participate in training and other learning activities and performance development as required.
- 4.7 Recognise own strengths and areas of expertise and use these to advise and support others.
- 4.8 Participate the provision of out of enrichment activities, within guidelines established by the school.

- 4.9 Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- 4.10 Accompany teaching staff and students, as appropriate, on visits, trips and out of school activities, and take responsibility for a group under the supervision of a teacher.

5. Relationships with Others

- 5.1 Participate in training sessions.
- 5.2 Maintain good working relationships with colleagues, students, parents/carers, governors, the community and all stakeholders and ensure all communication is consistent with the school's ethos.

6. Other Responsibilities

- 6.1 Make best use of all resources to support the attainment of students.
- 6.2 Ensure that parents/carers are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and that students are involved in this process.
- 6.3 Carry out any such duties as may be reasonably required by the Principal.
- 6.4 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 6.5 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 6.6 Contribute to the wider life of the Trust and the Star community.
- 6.7 Carry out any such duties as may be reasonably required by the Trust.

7. Records Management

- 7.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	5 GCSEs including English and Maths at grade 9-4/A*- C.	E	✓	
2.	Level 3 qualification (NVQ level 3 or A level).	E	✓	
3.	Good Higher Education or Further Education qualifications.	D	✓	
4.	First Aid qualifications.	D	✓	
5.	Evidence of continuous professional development.	E	✓	
EXPERIENCE				
6.	Practical experience of working with children within an educational setting.	E	✓	✓
7.	Experience of supporting children within a school context.	E	✓	✓
8.	Experience of working with children with complex needs.	E	✓	✓
9.	Experience of working with children with Speech and Language needs.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Working knowledge of the National Curriculum.	E	✓	✓
11.	Ability to work one to one, in small groups and with whole classes.	E	✓	✓
12.	Ability to plan own role in lessons including how feedback will be provided to students and colleagues on students' learning and behaviour.	E	✓	✓
PERSONAL QUALITIES				
13.	A passionate belief in the school's mission statement.	E	✓	✓
14.	Highest levels of professional and personal integrity.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
15.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
16.	Personal resilience, persistence and perseverance.	E	✓	✓
17.	A passionate belief in the school's mission statement.	E	✓	✓
18.	Commitment to undertaking additional training where required.	E	✓	✓
19.	Clear understanding of, and respect for, confidentiality.	E	✓	✓
20.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
25.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
26.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓