

## Job Description

<b>Title of post</b>	<i>Student Progress Assistant</i>
<b>Salary</b>	Salary range – NSAT Grade E, SCP 6 to 8 £23,893 to £25,119 (FTE). Actual salary £19,979 to £21,004 per annum (pro-rata).
<b>Hours of work</b>	37 hours per week (Monday to Thursday 8.30am – 4.30pm and Friday 8.30am – 4pm) TTO
<b>Line manager and responsible for reviews</b>	<i>Learning Manager: Student Progress</i>

### Purpose of the Post

Specific duties need to be interpreted in a flexible manner to meet the constantly changing demands of the school. Specific responsibilities and any changes which may occur need to be agreed with the identified Line Manager.

### Main Duties / Key Responsibilities

#### Supporting Students

- To develop, plan and implement strategies to address the pastoral needs of students (including the Child Protection needs) within the year group and to offer information, advice, and guidance to other staff regarding the support of students.
- Support students' well-being and mental health.
- Support parents and carers to support their child to reach their full potential.
- Support students experiencing behaviour/emotional difficulties as directed by the Learning Director: Student Progress.
- Work alongside the Student Services team to provide support for students who are unable to attend the school, which may include home visits.
- To liaise with parents and carers regularly, supporting the effective communication between the school and home.
- Keep accurate records of all appropriate information correctly on the school's monitoring systems eg CPOMS, Sims etc.
- Support the work of the SENCO as directed.
- Be a 'point of contact' between the school and external agencies involved in supporting students, proactively initiating, and establishing links with other services as necessary and maintaining positive working relationships to facilitate successful outcomes for students.
- Attend multi-agency meetings to fully support students' needs and act upon any issues arising in an effective and comprehensive manner.
- Supervision of Gatherings.
- Support wider work of the Student Progress Faculty as directed by the Learning Director: Student Progress.

#### Medical Support

- Support students and staff who are unwell or require attention out of lessons.
- Contact parents or outside agencies which may result from above.
- Liaise with medical support teams as required.

- Undertake First Aid training if required by the school.

### **Covering classes for absent teaching staff**

- Supervise classes in the absence of their normal teacher. The work will be mostly with main school (Years 7 – 11) but occasionally sixth form. Preparation, marking and reporting will remain the responsibility of the normal teacher.
- Liaise with teaching staff regarding planned work and feedback from lessons.
- Organise students to complete the work set by their normal teachers in a manner prescribed by school policies and the staff handbook.

### **School Examinations**

- Invigilate school examinations at all age levels as required.

### **Safeguarding**

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

### **Health and Safety**

- To be aware of and implement your safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- To perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*