Job Title: Student Support Assistant	**Pay Scale:** PPS 4
Normal Place of Work: The Priory Ruskin Academy	**Line Manager:** Deputy Headteacher (Inclusion) and SEN Manager
Role Summary: To support all students with an SEN need, in particular those students with an Educational Health Care Plan (EHCP). To support individual educational health care plans, delivering one to one intervention, where required. To provide support to teaching staff by assisting in the delivery of class-based tasks, to groups and/or individual students. To reinforce specific needs, in accordance with students' individual profile requirements.	

DUTIES AND RESPONSIBILITIES

1. To support the Deputy Headteacher (Inclusion) and SEN Manager in matters concerning students with specific academic and social adjustment needs:
   - To support in the delivery of individual specific targets and reinforced further through the student profile information.
   - To assist in monitoring student's needs and reporting these to the Deputy Headteacher (Inclusion) and/or SEN Manager.
   - To assist in keeping records as required by the Deputy Headteacher (Inclusion) and/or SEN Manager.
   - To attend review meetings as required and liaise with external agencies and parents.

2. To support in the classroom delivery of subject-based tasks to groups or individual students:
   - To support the subject teacher in the delivery of lessons to groups or individual students.
   - To participate in the preparation of the classroom as required.
   - To reinforce specific targets to address individual learning needs within the classroom setting.
   - To provide useful learning strategies in order to develop a range of literacy and numeracy skills.
   - To deliver academic intervention programmes, if required.

3. To assist in promoting development and learning (physical, emotional, educational, social), to assist in fostering growth, self-esteem and independence and assisting in observing and recording development:
   - To be available for the supervision and monitoring of students at specific duties including; break, lunchtime duties and before and after school duties.
   - To assist in carrying out reasonable daily personal care and hygiene duties.

4. To assist in supporting those with special needs and be flexible in your approach to accommodate those specific needs as outlined within the student profile information and EHC plan.

5. To interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues within the SEN Department and provide any relevant training.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federation's internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy Day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Student Support Assistant

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	NVQ 3 qualification or working towards	X		AF/Cert
4.	Proficient in the use of email and the internet	X		AF/Cert
5.	First Aid qualification or working towards	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
6.	Confidentiality ability to work with all confidential and sensitive data	X		AF/IV
7.	Experience of working in an education setting		X	AF/IV
8.	Able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	X		AF/IV
9.	High standards of accuracy and attention to detail	X		AF/IV
10.	A knowledge and understanding of student intervention techniques	X		AF/IV
11.	Experience of supporting groups of students as well as students on a one to one basis	X		AF/IV
	SKILLS AND ABILITIES			
12.	Ability to adapt to meet the needs of the students	X		AF/IV
13.	Ability to motivate students, good interpersonal skills	X		AF/IV
14.	Ability to use IT at a level commensurate with job role	X		AF/IV/AT
15.	Ability to work on own initiative and as part of a team	X		IV/R
16.	Good planning and organisational skills	X		IV/R
17.	Excellent oral and communication skills	X		IV/R
18.	Professional and responsive attitude and behaviour towards colleagues	X		IV/R
19.	Ability to motivate and develop self	X		IV/R
20.	Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	X		IV/R
21.	Must accept and actively support the Trust's agreed values.	X		IV/R

22.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form
IV = Skill assessed via interview
AT = Skill assessed via test/work-related task
Cert = Certificate checked at interview
R = Skills assessed via References

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager: .....

Dated: ……..

Signed Employee: ……

Dated: ……..

Please sign and return one copy of the Job Description