



Caistor Grammar School

Job description: Student Support Assistant

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Salary: £13, 779 - £14, 054pa (actual)

Payscale: NJC 3 – NJC 4 (cost of living increase pending)

Hours: 32.5 hours per week, 38 weeks (plus 1 INSET day)

There also may be an opportunity for a job share, if you would be interested in a job share, please make this clear on your application form

Contract type: Permanent

Reporting to: Assistant Head

Main purpose

The role is varied and includes monitoring and supporting all students in social areas at lunchtime; supervising timetabled study lessons for Y12/13; supervising Y7-11 classroom lessons when class teacher is absent; admin support as necessary.

Duties and responsibilities

Job description:

Lunch supervision

- Supervise students in the lunch area, playground and in corridors/ Old Hall (wet lunch only)
- To walk around areas of the school ensuring students keep out of areas that are out of bounds, and students do not leave the school premises without permission
- To ensure that any students who are sick or injured receive appropriate medical attention from a first aider, a written record is made and report any serious accidents to the Senior Member of Staff on duty or the Headteacher.
- To ensure that students follow the school rules; monitor students behaviour and feedback to the Head of Section, eg Students who are socially isolated
- To deal with misbehaviour and reporting any problems, they are unable to resolve, to the Senior Member of Staff on duty or the Headteacher.
- To know the fire evacuation and lockdown procedures in the event of it not being possible to contact, in an emergency, the Senior Member of Staff on duty or the Headteacher.
- To implement the court rotas for the hard play areas
- To liaise with Duty staff or the Senior Member of Staff on duty or the Headteacher when appropriate

Sixth Form study supervisor

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.

All posts will be subject to an enhanced DBS disclosure, medical and reference checks.

All Pre-employment checks are in line with "Keeping Children Safe in Education"



- The effective supervision of Sixth Form students in study sessions
- To take a register and to inform Reception of absences
- Be aware of and support the guidelines for Sixth Form supervised study
- Be aware of and support School procedures as required
- Help to raise the aspirations and achievements of all students through independent study and creating a pleasant and welcoming environment
- To deal with misbehaviour and reporting any problems they are unable to resolve to the Senior Member of Staff on duty or the Headteacher.
- Model superb conduct and behaviour

Cover supervisor

- The effective supervision of students in Years 7-11 when a teacher is absent
- Deliver cover instructions from teachers and maintain behaviour for learning
- Be aware of responsibilities under child protection legislation, and reporting concerns to the Designated Safety Lead, Senior Member of Staff on duty or the Headteacher.
- Monitor behaviour and reporting any problems they are unable to resolve to the Head of Department, Senior Member of Staff on duty or the Headteacher.

-
- Deadline for applications: **Monday 3rd October, midday**
 - Interviews: **w/c 10th October**
 - Email: Charlie.coulston@caistorgrammar.com with your application. You must complete **a non-teaching staff application form** to apply for this role. [\[link\]](#) Your application cannot be considered if you do not complete the school form.

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.

All posts will be subject to an enhanced DBS disclosure, medical and reference checks.

All Pre-employment checks are in line with "Keeping Children Safe in Education"



Person Specification

If you don't have all the experience listed below but are interested in applying, contact the Headteacher's PA, Charlie Coulston (Charlie.coulston@caistorgrammar.com).

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">➤ English and Maths GCSE➤ Proficient with Microsoft Word, Excel and PowerPoint
Experience	<ul style="list-style-type: none">➤ Experience of working with young people➤ Experience of working within an educational setting➤ Ability to develop positive relationships with students
Skills and knowledge	<ul style="list-style-type: none">➤ Competence in the use of ICT to support teaching and learning➤ Ability to work independently and within a team➤ Ability to manage whole groups of students within a classroom setting➤ Understanding of data protection and confidentiality➤ Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none">➤ Confidence and independence including being able to work independently and within a team➤ Ability to work unsupervised and independently understanding roles and responsibilities and your own position within these➤ Good time management skills➤ Sensitivity to the needs of a diverse School population➤ Willingness to maintain professional development➤ Ability to manage students in a classroom setting

Notes:

This job description may be amended at any time in consultation with the postholder.

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.

All posts will be subject to an enhanced DBS disclosure, medical and reference checks.

All Pre-employment checks are in line with "Keeping Children Safe in Education"