

FAKENHAM ACADEMY JOB DESCRIPTION

FAKENHAM ACADEMY & SIXTH FORM - JOB DESCRIPTION

Student Support Assistant

Permanent, 32.5 hours per week – Term time plus 1 week

Line Manager:	Romala Gill., Deputy Headteacher
Salary:	Support Staff Salary: £19,650 - £20,043 FTE Pro Rata: £14,779.89 - £15,345.60

THE POST

We are looking to appoint a Student Support Assistant to start at Fakenham Academy in the Autumn Term 2022. The successful candidate will be expected to work flexibly with students with a diverse range of special educational needs, including learning, physical and medical difficulties, enabling them access to the Curriculum. Applicants will need a good basic education, good communication skills and an interest in working with young people.

The successful candidate would need to follow and adhere to the Professional Standards for Teaching Assistants. This would encompass the 4 themes of:

1. Personal and Professional Conduct
2. Knowledge and Understanding
3. Teaching and Learning
4. Working with Others

Previous experience of working with young people, or in an educational environment, is desirable. Consideration will be given to applicants who are considering a career in education and wish to gain experience. This is a fantastic opportunity for applicants with patience, understanding and a commitment to the success of every child to join our school community.

Fakenham Academy is a member of the Sapientia Education Trust (SET).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

Personal Qualities

Sapientia Education Trust expects its Student Support Assistants to have the following personal qualities:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team.
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

Professional Competence

The qualifications and previous experience required for a Student Support Assistant are:

- English/literacy and maths/numeracy qualifications at level 2 or equivalent.
- Experience of working with children of the relevant age in a school, college, care, health service, social care or youth environment.

JOB SPECIFICATION

Main Responsibilities

- To plan and carry out learning activities, both with the teacher/SENCO and independently with small groups of students under the teacher's guidance, adjusting the activities according to student responses.
- To monitor students' responses to learning activities and provide detailed and regular feedback to the teacher on students' progress, and to provide feedback to the student under the guidance of the teacher.
- To help prepare and maintain an orderly and supportive environment in the classroom, including setting up required equipment/resources where appropriate, and assisting with the display of students' work.
- To administer routine tests, invigilate exams and undertake routine marking of students' work.
- To assist with the supervision of students out of lesson times, including before and after school and accompany teaching staff and students on visits, trips and out of school activities as required.
- To promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behaviour. Should these incidents involve racism, bullying, harassment, victimization and any form of abuse of equal opportunities, to ensure those involved understand that it is unacceptable.

- To foster and maintain constructive and supportive relationships with parents/carer's exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school community links.
- To provide support and assistance for students' pastoral needs. These may include help with dressing, caring for sick, injured or distressed students, giving first aid/medicine or accompanying a student to a health center or hospital, as necessary.
- To be aware of and comply with policies regarding safeguarding, health and safety, confidentiality and data protection, and equality in the workplace; and complete all mandatory training around these topics.
- To attend to the personal and social needs of students and any other special requirements depending on the nature of the student's special needs and, wherever possible, making these parts of the learning experience.
- The post-holder will be required to comply with the Fakenham Academy Code of Conduct for Staff and Volunteers.
- Fakenham Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The post-holder will have access to and be responsible for confidential information and documentation. He/she must ensure confidential or sensitive material is handled appropriately and accurately.
- The post-holder shall participate in the School's programme of Performance Management and Continuing Professional Development.
- A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

General Responsibilities

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- Equal Opportunities
- Health, Safety & Welfare
- Child Protection
- Data Protection
- Risk Management

To undertake any other similar duties of this level as required by the Headteacher/Leadership team, including providing clerical/admin support as required.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must always be worn to ensure that students, staff and visitors are able to identify Fakenham Academy employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo several checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Fakenham Academy's Performance Management programme.