

OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION

Student Support Assistant - Personal & Physical

Line Manager:	Catherine Boothe
Salary:	Support Staff Salary: SCP 5 - £19,650 Pro Rata: £13,663 - £13,905

THE POST

We are looking to appoint a Student Support Assistant to start at Old Buckenham High School. Applicants will help prepare a specific pupil to get them ready for learning and provide general support to the rest of the class when in lessons. The successful candidate will be expected to support the physical/general welfare and personal care needs for a specific student. Applicants will need a good basic education, good communication skills and an interest in working with young people.

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.

Old Buckenham 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 provide intimate care in a careful and sensitive way, maintaining pupil dignity at all times.
- 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 attend to the physical/general welfare and personal care needs for a specific student and any other special requirements depending on the nature of the student's special needs.
- To help prepare and maintain an orderly and supportive environment in the classroom, including setting up required equipment/resources where appropriate.
- To assist with the supervision of the specified student 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 behavior, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behavior. 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 centre 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.
- The post-holder will be required to comply with the Old Buckenham High School Code of Conduct for Staff and Volunteers.
- Old Buckenham High School 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 including training relating to the medical needs of the specific student.

- 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.
- To have a knowledge of health and safety regulations within a school environment including basic Health & Safety Training.
- To work closely with the specific student's medical team to ensure that her individual special needs are met.

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.

HOURS OF WORK

Paid Weeks per year	38
Working weeks	Term Time Only
Hours per week	30 hours 50 minutes
Normal Working Pattern	Mon – Fri 08:30-15:30
Unpaid Breaks	50 minutes per day
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

Salary Details:

- **Scale Point 5 of the Support Staff Salary Scale**
- **FTE Salary: £19,650 per annum**
- Pro-Rata Salary for this post, as advertised: £13,663 - £13,905 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join Old Buckenham High School's nominated pension scheme for support staff.

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 Old Buckenham High School 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 Old Buckenham High School's Performance Management programme.