

SOUTHFIELD SCHOOL

JOB DESCRIPTION - NON TEACHING STAFF

POST TITLE	Student Support Assistant
RESPONSIBLE TO	Student Support Manager
Hours:	40 hours per week
Working Pattern:	8.15am to 4.45pm (Monday to Friday)
Number of Weeks Worked:	38 weeks term time plus an additional 2 training days.
Salary:	Orbis Scale Points 10 – 14 £20,522 - £22,653. Actual pro-rata salary £18,861 - £20,820
Pension:	Local Government Pension Scheme
Benefits:	Free onsite parking, healthcare plan, onsite gym.

OUTLINE OF ROLE

This post is to address the needs of students who require particular help to overcome barriers to learning including behaviour and attendance.

You should have experience of working with young people, ideally in a school setting and be passionate about working with the more challenging students and their parents/carers to achieve the best possible outcomes.

You will need to be able to work collaboratively as a member of the Student Services Team, building positive relationships with teachers, other support staff and parents and students.

PRINCIPAL DUTIES & RESPONSIBILITIES

- To deal with concerns from Parents
- Mentor and provide pastoral support to students
- Establish productive working relationships with students, acting as a role model
- Develop and display specialist skills to support the achievement of students with emotional, behavioural and social difficulties and help develop social skills
- To help students to develop study skills
- Provide admin support for self and colleagues as necessary
- To build relationships with parents and carers so that they are able to support their daughters in the best way they can (this may involve meeting parents at home and will need the use of own car)
- To liaise with outside agencies as appropriate (e.g. PCSOs, School Nurse, Social Services etc.)
- To prioritise work with students according to need
- To develop trusted working relationships with the wider pastoral team e.g. Student Support Manager, Heads of Year, Progress Leaders, SENCO, Attendance Officer, Health and Well-Being Champion, Safeguarding Lead and Leadership team
- To provide in-class support as necessary for students
- To carry out EHAs/CIN and CP meetings
- To provide support to the break and lunch duty teams
- To support students with extreme medical difficulties
- To assist in the running of the isolation room
- To support students on out of school activities (including trips and visits) including driving the mini bus if necessary.
- Hold a First Aid Certificate

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Support for the School

- Be aware of and comply with all school policies and procedures being particularly aware of those relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support the promotion of equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in meetings as directed
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Conform to all aspects of GDPR legislation ensuring that the school is compliant at all times.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her line manager or the school's Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

While every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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PERSON SPECIFICATION

Post Title	Student Support Assistant
Responsible to	Student Support Manager
Full time/Part time	40 hours per week Monday to Friday 8.15am – 4.45pm including 30 minutes' unpaid lunch break each day 38 weeks per year term time plus 2 training days

Attributes		Essential	Desirable
Education and Qualifications	5 English and Maths GCSE grade A – C or able to demonstrate ability to work at that level	✓	
	Able to demonstrate practical ability with the use of computers	✓	
	Experience of using SIMS/Arbor		✓
	ECDL		✓
Experience	Experience of working with young people, ideally in a school setting	✓	
	Experience of working with challenging students	✓	
	Experience of using a range of behaviour modification techniques		✓
	Working with other agencies, parents/carers	✓	
Knowledge and Skills	Able to communicate effectively and deal with students, parents and colleagues sensitively	✓	
	Able to respect confidentiality	✓	
	Able to work flexibly, adapting to changing circumstances	✓	
	Able to work effectively within a team	✓	
	Able to deal with conflict	✓	
	A flexible approach to work to meet the demands of the role	✓	
	Professional and confident approach	✓	
	Able to use initiative and seek advice as necessary	✓	
	Able to stay calm under pressure	✓	
	Ability to demonstrate a positive and consistent approach with a commitment to achieving	✓	

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	<p>Achieve success both for yourself and those students for whom you have responsibility.</p> <p>Willing to train and develop skills.</p> <p>Ability to use initiative and make sensible decisions when necessary.</p> <p>Sense of humour</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Suitability to Work with children	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked.</p> <p>Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.</p>	<p>✓</p> <p>✓</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities.</p> <p>Commitment to equal opportunities in the delivery of the curriculum.</p>	<p>✓</p> <p>✓</p>	

Date:	June 2022
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Prepared by:	Deputy Headteacher - DSL
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