

Job Description

Job title:	Student Support Assistant	Contract Type:	Permanent
Responsible To:	Director of Learning	Salary Range	Scale 3 £30,120 - £30,552 Actual (£26,022 - £26,396)
Location:	St Pauls Way Secondary School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

ROLE SUMMARY:

1. To ensure that students follow the school's high expectations, in and out of the classroom
2. To model and support the school behaviour policy expectations across the school
3. To promote and support the school's Above and Beyond recognition model

MAIN RESPONSIBILITIES:

1. To ensure that students follow the school's high expectations, in and out of the classroom
2. To model and support the school behaviour policy expectations across the school

3. To support the YTL and SAC in ensuring the pastoral needs of the Year Group are met
4. To follow up punctuality and attendance issues by liaising with students, parents and the attendance team
5. To set and monitor targets for identified students, and hold regular review meetings with key stakeholders
6. To support staff with the implementation of identified interventions and support programmes
7. To be firm, fair and caring towards students
8. To supervise in the exclusion rooms (faculty parking, reset, pastoral support, isolation) as directed
9. To support sixth form supervision as directed
10. To complete on-call duty as directed
11. To undertake additional duties as necessary to support the progress of students, such as invigilation duties for exams, classroom based support
12. To support with punctuality and attendance issues by liaising with students, parents and the attendance team as needed
13. To provide administrative support to the YTL and SAC
14. To attend student progress meetings as necessary and undertake appropriate actions
15. To use SEND information about students and to work closely with the AEN team to ensure learners with SEND are supported in learning
16. To support with maintaining safeguarding and wellbeing of students in the school
17. To communicate effectively with all stakeholders and agencies
18. To take part in whole school activities such as Open Evenings and liaison events (to be agreed with the LM)
19. To support the site supervision model as directed
20. To follow agreed policies for communications in the school
21. To attend Line Management meetings
22. To actively contribute to the ethos and wider life of the school
23. The post holder must demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post

Training

1. The post holder will be required to undertake training as required to be effective in carrying out all duties, and to engage with professional development opportunities, including: year team meetings, twilights, pastoral meetings, briefings
2. The post holder will be required to undertake Level 2 Safeguarding training

General

1. Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality
2. Ensure that communications are responded to in a timely manner and agreed deadlines are met

Equality and Diversity

1. The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

1. The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Safeguarding

1. Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
2. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

Qualification Criteria

1. Qualified to at least Level 2 or equivalent
2. GCSE English and Maths or equivalent
3. Qualified to work in the UK

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

JOB DESCRIPTION AGREEMENT

The above job description may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school, the Trust. And the local authority.

HEALTH AND SAFETY



The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Signed _____ **Date**

Post holder

Signed _____ **Date**

Executive Headteacher

Person Specification

Student Support Assistant

Skills and Abilities	Essential	Desirable
• GCSE English and Maths or equivalent	✓	
• A level 2 or equivalent qualification	✓	
• The ability to work as part of a team and to develop and maintain positive relationships with teaching and support staff	✓	
• Good level of ICT skills	✓	
• Ability to lead and manage own work effectively and take responsibility for own professional development	✓	
• Ability to recognise and respond to the needs of children of different attainment levels	✓	
• The ability to lead, motivate and inspire pupils, support staff and to forge positive relationships	✓	

Personal Qualities	Essential	Desirable
• Excellent interpersonal and communication skills	✓	
• Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels	✓	
• Commitment to contributing to school life as a whole, and willingness to be involved with clubs and community projects		✓
• An appetite and stamina for challenging work	✓	
• A proactive approach to continuous professional development	✓	
• A passionate belief in the success of young people and obtaining high standards	✓	
• Flexible, adaptable, results orientated and able to prioritise, resilient under pressure	✓	

Other	Essential	Desirable
• Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
• To undertake, within reason, other various responsibilities as directed by the line manager and senior leadership team	✓	



<ul style="list-style-type: none">• This post is subject to an enhanced Disclosure & Barring Service check	✓	
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