



## **Biddick** Academy

### Student Support Job Description

<b>Post Title:</b>	<b>Student Support Assistant</b>
<b>Responsible to:</b>	<b>The post holder is directly accountable to the Assistant Headteacher</b>
<b>Grade</b>	<b>Grade D (pro-rata)</b>
<b>Working hours</b>	<b>TTO (39 weeks) 32.5 hours</b>
<b>Status</b>	<b>Permanent</b>
<b>Principle Responsibilities</b>	<p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"><li>• Uphold and promote Academy aims and policies to contribute to raising standards of achievement;</li><li>• To support an identified student in meeting their educational and social needs;</li><li>• To undertake a range of personal care needs and learning activities for an identified student.</li></ul>
<b>Main Duties</b>	<p>The post holder will be required to:</p> <ul style="list-style-type: none"><li>• Uphold the academy ethos, procedures and expectations;</li><li>• Assist teaching staff in the monitoring, recording and evaluation of the student's progress, including providing feedback on observations undertaken;</li><li>• Assist in the assessment of the student;</li><li>• Liaise with the SENCO and teaching staff to identify the needs of the student;</li><li>• Liaise with the multi-disciplinary team of professionals who support the student to identify their individual needs;</li><li>• Assist in the preparation and reviews of the IEP, including coordinating relevant information for the IEP;</li><li>• Participate in schemes meetings to review the student's progress and liaise with educational and health specialists where appropriate;</li><li>• Undertake duties in connection with personal hygiene and toileting needs for identified student;</li><li>• Undertake duties regarding the welfare of the student including any appropriate processes for feeding and physical needs;</li><li>• Supervise the use of equipment as required by the student and support their participation in learning tasks and activities;</li><li>• Assist in compiling and maintaining student records;</li><li>• Assist in the preparation of work and other activities for the student in accordance with objectives set by the teaching staff;</li><li>• Maintaining awareness of the student's needs and targets and communicating this to appropriate teaching staff;</li><li>• Assist in maintaining a safe environment for all staff and students;</li></ul>

	<ul style="list-style-type: none"> <li>• Accompany the student on educational visits as required;</li> <li>• Supervise the student during the day both indoors and outdoors as required.</li> </ul>
<b>Personal Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Support the Academy in ensuring that communication within the Academy is effective;</li> <li>• Support staff when required;</li> <li>• Participate in performance management, coaching and CPD.</li> </ul>
<b>Stakeholder Responsibilities</b>	<ul style="list-style-type: none"> <li>• To act as a role model for students by demonstrating own high quality conduct and expectations;</li> <li>• To communicate any issues/concerns to the relevant person;</li> <li>• Follow up on any communication from parents/carers where appropriate;</li> <li>• Have due regard to confidentiality, child protection procedures, health and safety and other statutory requirements and the policies of the governing body and local education authority.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• To regularly review own practice, set personal targets and take responsibility for own personal development.</li> </ul>
<b>Strengthening communities</b>	<ul style="list-style-type: none"> <li>• Possess a 'can do' approach to departmental/school improvement and excellence;</li> <li>• Be an excellent communicator;</li> <li>• Work positively and in partnership with parents, governors and the community;</li> <li>• Support Biddick Academy's climate for learning.</li> </ul>
<b>Generic Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Be an excellent role model for students and staff;</li> <li>• Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities;</li> <li>• Attend Academy events and activities;</li> <li>• While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;</li> <li>• 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;</li> <li>• Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.</li> </ul>