



JOB DESCRIPTION

Job Title: Student Support Assistant	Salary: Band C
Hours: 20 hours per week	Responsible to: Deputy Headteacher (Ethos and Achievement)

JOB PURPOSE

- To support vulnerable students to achieve their full potential, including through the provision of wellbeing support, such as ELSA
- To provide support to the Inclusion Support Manager and the Family Support Worker

DESIGNATION OF POST AND POSITION WITHIN STRUCTURE

Line managed by Deputy Headteacher (Ethos and Achievement)

MAIN DUTIES AND RESPONSIBILITIES

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

- *Proper and professional regard for the ethos, policies and practices of the school*
- *Understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy*
- *Having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's protection policy is adhered to and concerns are raised in accordance with this policy.*
- *Promoting equality as an integral part of their role and to treat everyone with fairness and dignity.*
- *Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.*

Key Tasks

- To provide learning support to students who are internally excluded and who are in the Resilience Centre for specified periods of time
- To provide cover for the Family Support Worker during statutory breaks, meetings and home visits
- To provide cover for the Family Support Worker during absences
- To train as an ELSA and deliver a programme of emotional literacy support to vulnerable students
- To communicate with other colleagues in the pastoral team regarding emotionally vulnerable students and the provision of their support, including keeping records
- To provide cover for the Inclusion Support Manager during statutory breaks
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder
- To train as a first-aider and be available to provide first aid to injured or unwell students and staff



General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • Good standard of general education • GCSE or equivalent in English and Maths at grade C or above. 	<ul style="list-style-type: none"> • ELSA training • First Aid training
Competence summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Excellent communication skills • The ability to converse at ease with students, parents and staff in accurate spoken English is essential for the post. • Excellent organisational skills and time management • Excellent record keeping skills • Ability to write clear and legible reports • Understanding of GDPR • Understanding of safeguarding policies and procedures 	<ul style="list-style-type: none"> • Excellent negotiation skills • Experience of working with students with behavioural problems
Work related personal requirements	<ul style="list-style-type: none"> • Excellent personal and social skills • Confidence in dealing with young people • Ability to earn the respect of students and colleagues • Initiative and flexibility 	