**STUDENT SUPPORT ASSISTANT**

# ROLE DESCRIPTION

|  |  |
| --- | --- |
| Job title & Grade | Student Support Assistant |
| Reporting & Communication | Headteacher  Assistant Headteacher (Pastoral)/SENCO  Learning Support Manager  School Business Leader |
| Hours | Full time 37 hours per week worked over 5 days, Monday to Friday |
| Annual Leave | Term time only incorporating pro rata annual leave entitlement and bank holidays |
| Probationary Period | 6 months from date of appointment |
| Job Purpose | Student Support Assistants play a vital role in our Learning Support Department in supporting individual students who need extra help to access the curriculum fully. |
| Additional Duties | None |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about finance, students and employees. |
| Checks | This post is required to undertake a DBS check |
| Role Description | This role description is subject to review and change from time to time |
| Main Duties | The role is very varied involving supporting students with a wide range of profiles; most of the students will be on the Special Educational Needs and Disabilities Register. It also includes working within and outside the classroom, with identified groups of students and liaising closely with subject teachers. To make a success of this role, you need to provide evidence that you can:   * Work flexibly as part of a team. * Show initiative when working on your own. * Engage positively with a wide range of young people. * Respond to the varied challenges that the role presents. * Carry out administrative duties accurately and efficiently. * Follow safeguarding procedures to the letter. * Enjoy learning yourself.   **The following list outlines some of the main duties you will be asked to undertake:**   * Support students to access the curriculum. * Report writing and attendance at appropriate review meetings. * Contribute to Learning Support reporting systems within school. * Maintain accurate records of support and student progress. * Attend appropriate in-house and external training sessions. * Provide special access arrangements and invigilating internal and external. examinations and controlled coursework sessions. * Accompany students on out of school activities. * Complete routine administration tasks e.g. photocopying and organising electronic resource banks. * Provide back-up supervision in the Learning Support classroom during breaks and lunchtime. |

Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

# Person Specification

**POST: Student Support Assistant**

### **SCALE: Grade 5 (Point 7-9)**

|  |  |  |
| --- | --- | --- |
| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Knowledge, Skills and Attributes** | * Good numeracy and literacy skills (both written and spoken). * Good IT skills * An understanding of and commitment to Equal Opportunities Policies and Disability Equality Duties. | E  E  E |
| **Experience/Qualities** | * A warm and sensitive approach to young people with good communication and interpersonal skills. * Genuine interest in other people. * Willingness to ‘have a go’ and get involved in the wider life of the school (including professional development). * Working in an educational setting | E  E  E  D |
| **Personal qualities** | * Calm and purposeful approach * Good humour and resilience * Self motivated and enthusiastic * Resilient in stressful situations * Good attendance and punctuality records * Willing to undertake further professional development | E  E  E  E  E |