



STUDENT SUPPORT ASSISTANT JOB DESCRIPTION

Job title & Grade	Student Support Assistant D173 Grade 5
Reporting & Communication	Assistant Headteacher SENCo Deputy SENCo Student Support Centre Manager
Hours	Full time 37 hours per week worked over 5 days, Monday to Friday
Annual Leave	Term time only plus 3 training days, incorporating pro rata annual leave entitlement and bank holidays.
Job Purpose	Working under the guidance of senior staff and within an agreed system of supervision, implement agreed learning activities with individuals and/or groups, both in and outside of the classroom. This may include using detailed and specialist knowledge in particular areas and the management/preparation of resources.
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	Based in the Learning Support Department, the duties of the Student Support Assistant include working within and outside of the classroom with identified individuals and groups of students, liaising closely with subject teachers. Most of the students will be on the Special Educational Needs and Disabilities Register. <u>Support for students</u> • Establish productive and professional relationships with students, acting as a role model, and setting high expectations. • Promote the inclusion and acceptance of all students within the classroom/department. • Support students consistently, recognising and responding to their individual needs. • Supervise students during study sessions, including providing one-to-one support where required and maintaining positive behaviour and learning expectations within the room. • Encourage students to interact and work co-operatively with each other and seek to engage all students in learning activities. • Promote positive values, attitudes, and good behaviour. • Promote independence and employ strategies to recognise and reward achievement. • Promote and safeguard the welfare of all students by monitoring wellbeing and responding appropriately to concerns. Ensure all safeguarding incidents are reported promptly to the Designated Safeguarding Lead (DSL) and recorded on CPOMS using the appropriate procedures and formats.

	• Deal promptly with conflict and incidents in line with school policy and encourage students to take responsibility for their own behaviour, • Act as a keyworker for identified students, providing tailored support for emotional regulation, academic progress, and wellbeing. Liaise regularly with families, carers, and staff to share relevant information and ensure consistent support strategies • Liaise sensitively and effectively with parent/carers, as agreed with senior staff, commensurate with role/responsibilities. • Participate in feedback sessions/meetings with parents as directed. • Write reports and attend appropriate review meetings • Accurately monitor, record, and report incidents of concern, student needs, and positive behaviours in line with school policies and procedures. • Complete routine administration tasks e.g. photocopying and organising electronic resource banks. • Undertake breaktime and lunchtime supervision duties within the Student Support Centre and Learning Support Room, ensuring a safe, supportive, and well-managed environment for students. <u>Support for the curriculum</u> • Provide effective in-class support to students in accordance with the school timetable, promoting engagement, inclusion, and positive learning outcomes. • Use skills, training and expertise to help students to access the curriculum. • Assist the teacher in establishing an appropriate learning environment during in-class support. • Implement learning strategies to support the development of knowledge and skills. • Monitor and evaluate students' responses to learning activities through observation and planned recording of progress against learning objectives. • Adjust activities according to student responses and needs. • Provide objective and accurate feedback and reports, as required, on student assessment, progress, attendance, and other matters, ensuring the availability of appropriate evidence. • Provide feedback to students in relation to progress and achievement. • Provide special access arrangements and invigilate internal and external examinations and controlled coursework sessions. • Support the use of IT in learning activities and develop students' competence and independence in its use. • Help students to access learning activities through specialist support, if required. • Determine the need for, prepare and maintain general and specialist equipment, plans and resources to support students, if required. • Supervise students on visits, trips and out of school activities, as required. • Undertake planned supervision of students out of school hours learning activities, such as homework club <u>General Activities</u> • Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person, • Be aware of and support equality, supporting the school's aim that all students will have access to opportunities to learn and develop. • Maintain clear and professional communication with school staff, parents/carers, and external agencies to support student progress, wellbeing, and safeguarding. • Contribute to the overall ethos/work/aims of the school. • Establish constructive relationships and communicate with other agencies/ professionals in liaison with senior staff. • Attend and participate in meetings, when required. • Participate in training and other learning activities, as required. • Recognise own strengths and areas of expertise and use these to advise and support others.
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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 may 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.

POST: Student Support Assistant

SCALE: Grade 5

Area	Criteria Requirement – E = Essential – D = Desirable	Requirement
Knowledge, Skills and Attributes	- Has an understanding of and a commitment to Equal Opportunities Policies and Disability Equality Duties. - Has good numeracy and literacy skills (both written and spoken). - Can use IT effectively to support learning. - Engages positively with a wide range of young people. - Has a working knowledge of relevant policies/codes of practice and an awareness of relevant legislation. - Has a working knowledge of areas of the national curriculum and an understanding of learning strategies. - Is able to self-evaluate learning needs and actively seeks learning opportunities. - Can work constructively as part of a team, understanding roles and responsibilities and your own position within these. - Responds to the varied challenges that the role presents. - Carries out administrative duties accurately and efficiently. - Follows safeguarding procedures to the letter.	E E E E D D E E E E E E
Experience/Qualities	- Working in an educational setting. - Current GCSE/NVQ level 2 in English and Maths or equivalent. - Experience in a related discipline/job role. - Training in the relevant strategies e.g. curriculum, SEND, learning.	D D D D
Personal 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). - Calm and purposeful approach. - Good humoured. - Self-motivated and enthusiastic. - Resilient in stressful situations. - Work flexibly as part of a team. - Show initiative when working on your own. - Willing to undertake further professional development.	E E E E E E E E E E