Job Description

**Name:**

**Post Title:** Level 3 Student Support Assistant

**Responsible to:** SEND Co-ordinator and working under the direction of Teaching staff.

### Main Purpose of the Post

* To raise awareness and provide specific support in one of the three leading SEND areas
* Lead small group and 1:1 interventions for students in one of the three leading SEND areas
* To work under the direction and instruction of the SEND Co-ordinator; support access to learning for students
* To work under the direction and instruction of appropriate Teaching Staff to support access to learning for all students and provide general support in the management of students and the classroom
* Have an active involvement in SEND reviews, including the Academic Mentoring afternoons.
* To support and contribute to the Catholic life of St Bernard’s community.

**Duties and Responsibilities**

1. **Support for students**
   * To work under the direction and instruction of the SEND Co-ordinator and act as the leading SSA for students within one of the three leading SEND areas
   * Supervise and support students, ensuring their safety and access to learning.
   * To keep up to date with students on the Inclusion Register by addressing and supporting their barriers and aids to learning.
   * Establish good relationships with students, acting as a role model and responding appropriately to individual needs.
   * Promote the inclusion and acceptance of all students.
   * Encourage students to interact with others and engage in activities led by the teacher.
   * Encourage students to act independently as appropriate.

**2. Support for the Teacher**

* + Be aware of student problems/progress/achievements and report to the Teacher/Curriculum Leader/SEND Co-ordinator.
  + Undertake student record keeping as requested.
  + Support the Teacher in reporting inappropriate student behaviour, reporting difficulties as appropriate.
* Work co-operatively to deliver materials to identified students.

**3. Support for the Curriculum**

* Support students to understand instructions.
* Support students in respect of local and national learning strategies, eg. literacy, numeracy, KS3 and KS4 as directed by the Teacher.
* Support students in using basic ICT as directed.
* Assist at lunchtime Homework Club/enrichment activities
  1. **Support for the School**
     + Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection.
     + Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
     + Contribute to the overall ethos/aims of the school.
     + Support the role of other professionals.
     + Attend relevant meetings as required.
     + Assist with the supervision of students at lunchtimes.
     + Accompany teaching staff and students on visits, trips and out of school activities as required.
     + Participate in training and other learning activities and performance development as required.
     + Keep a CDP file.

### General

Post holders will be required to undertake basic skills training provided by the school. Appropriate knowledge of First Aid will be required.

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| **Signed:** |  |
| **Signed on behalf of the Governing Body:** |  |
| **Date:** |  |