

Job Description

Job Title:	Student Support Assistant
Department/Group:	Associate Staff
Hours of Work:	Monday to Friday, 8:30am – 4pm (45 minute break) Term Time Only
Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Purpose of Post:	
To work closely with the Student Support Manager and the Assistant Headteacher in charge of Student Support to plan and deliver interventions and mentoring programmes to support students in changing unhelpful behaviour patterns and choices. To be part of the Child Protection Team.	
Student Support Responsibilities and Accountabilities:	
<ol style="list-style-type: none"> 1. To be part of the Child Protection Team and work closely with the DSL. 2. To identify students who are persistently coming to the attention of the Student Support Hub for low level disruption. 3. To liaise with school staff, the Student Support Manager and the Assistant Headteacher in charge of Student Support, to help identify other students in need of early intervention, SEND assessments or referrals to external agencies, because behaviour patterns suggest an underlying need. 4. To work in collaboration with the Student Support Manager and the Assistant Headteacher in charge of Student Support to plan and deliver interventions and mentoring programmes to support students in changing unhelpful behaviour patterns and choices. 5. To use events analysis data to identify behaviour patterns and trends and work as part of a team to support students in changing negative responses. 6. To work closely with the Head of Year 7 and provide support and mentoring within the year group. 7. To attend meetings regarding the students on your caseload, including PSP meetings, review meetings, Post Suspension meetings, and liaise with SENDCo, HoY, Student Support Manager and Assistant Headteacher in charge of Student Support over progress as required. 8. To set appropriate targets for these students according to the 'Assess, Plan, Do, Review' cycle and keep records demonstrating interventions delivered, student response to intervention and student progress'. 9. To deal with issues as they arise, attend call outs to lessons, mediate between staff and students where necessary, remove students from lesson where required and refer issues on to a senior member of staff when appropriate. 	

10. To speak to students who come with queries or complaints. Follow up complaints, queries, or suggestions as appropriate, according to the BfL policy.
11. To keep records of conversations with parents, staff, and students as appropriate.
12. To take phone calls from parents, dealing with issues if able, and noting down messages for further referral to senior staff as necessary and appropriate.
13. To use the BfL policy to decide any referrals to be made and/or whether particular issues (phone calls and conversations) can be dealt with easily straight away, in consultation with the Student Support Manager and the Assistant Headteacher in charge of Student Support.
14. To follow a given protocol for dealing with situations as they arise.
15. To provide administrative support to the Student Support Hub including aspects of recording and reporting.
16. To attend training, in particular relating to the following:
 - Child Protection
 - Dealing with difficult or confrontational situations
 - Communicating with parents
 - Referrals (both within school and external referrals)

Contribution to the whole life of the school:

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.

Line Management

All Associate Staff will be line managed by the Head of their Department and managed by the Director of Business.

Last Updated:	10.07.24
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