

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Student Support Assistant
JD Reference:	Meridian Trust 009
School/Academy:	
Weeks:	Term Time Only plus 5 days (39 Weeks)
Hours of work:	37 Hours
Salary:	Grade 7 Points 12 to 19
Responsible to:	Assistant Principal

Role:	Support the running of the House Office.
Purpose of job:	To provide administrative and pastoral support to the house leadership and promote positive behaviour of all students. Support the house leadership with all aspects of their pastoral work.

### Responsibilities and Accountabilities:

#### 1. Support the House Office with student attendance and punctuality

- Monitor the attendance of students and have regular communication with the Attendance Officer
- Liaise with the Attendance Officer regarding contact home and undertake duties in their absence
- Provide Senior Tutor with attendance data for the House
- Inform Senior Tutor, Attendance Officer & Safeguarding Team of any students with attendance issues
- Liaise with Attendance Officer regarding appropriate attendance letters and attach copies to school files
- Inform Senior Tutor of any patterns of absence or lateness
- Monitor lateness and co-ordinate lunchtime detentions with the Senior Tutor
- In collaboration with Senior Tutor, provide support to students and parents to encourage good attendance using Student Support Plans
- Ensure Fire Registers are available and delivered during Fire Drills

#### 2. Administrative support for the House Office

- Clerical support as requested including filing, word processing, record keeping and telephone messages



- Support the Lead DSL and SPOC with matters relating to safeguarding and welfare
- Issue letters from Senior Tutor to parents to maintain good standards of behaviour and dress
- Produce achievement certificates for students
- Create, manage, and update all student confidential records
- Attend re-admittance meetings for excluded students
- Attend and support as necessary during the New Intake Evening
- Attend and support as necessary the school open evenings
- Support fundraising activities and ensure the House Charities board is kept up to date
- Monitoring of supplies and ordering equipment
- Organisation of house activities and events building a House identity and ethos
- Co-ordinate rewards and sanctions for the House
- Assist with the organisation of assemblies
- Administer induction of new students to the house for mid-academic year
- Support with parents' evenings' administration including appointment bookings and follow up

### **3. Outside Agencies**

- Liaise with and provide student information for:
  - Secondary Support
  - Youth Service
  - School Nurse
  - Social Services
  - Police
  - Charities
- Attend regular meetings to provide the best support for students

### **4. To liaise with parents**

- Act as first point of call for all parental enquiries and complaints regarding the pastoral care of their children
- To deal with those issues that are manageable and to pass on to the appropriate member of staff any matters of significance
- Maintain a good relationship with parents

### **5. Provide support for students**

- Assist the Assistant Principal, Senior Tutor, and Tutors in effectively implementing the behaviour management programmes for students
- Implement the school's policy regarding the emergency withdrawal of students from a classroom
- Telephone parents to advise them of any issues or concerns



- Follow up incidents of behaviour, including taking witness statements and talking to students
- Collate work for students in isolation or absence on long term sick
- Co-ordinate mentoring, counselling, and additional support for students
- Develop mentoring relationships with students identified as requiring additional support

## **6. First Aid**

- Assess and provide basic medical assistance as required across the Academy
- Facilitate and administer mediation for students, some with medical support plans
- Attend relevant First Aid CPD as required
- Take decisions to send unwell students' home
- Accompany students to hospital in an emergency (if necessary)
- Log all treatments of Basic First Aid on the central system
- Report any serious incident linked to Health and Safety through the appropriate channels
- Undertake and participate in any training as and when required

## **7. Specific Duty related to the House**

- Each SSA will be required to undertake a specific role related to their skills and experience and which meets the needs of the school. Responsibility could include:
  - First Aid – lead on first aid issues and training across the academy, reporting and monitoring of accidents in school and attend meetings in medial capacity for students with complex needs
  - Student Transition – liaise with primary school settings, support with the open events and full admin support for students joining the school including induction days
  - Child Protection – undertake all filing for CP issues on student files and monitor the approved list of visitors into school
  - Work Experience and Careers – support with careers events and post 16 guidance for Year 11

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties



### **Support for School/Academy/Place of work:**

- Participate in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures
- Hours authorized by the school more than full-time hours will be paid at the overtime rate

### **Data security:**

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations

### **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment

### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

### **Child Protection and Safeguarding**

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students



***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: January 2022**



**Person Specification –  
Student Support Assistant**

Assessment Key:  
A = Application Form  
I = Interview

<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Good educational background with GCSE or equivalent in English Language	✓		A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience of administration background	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people		✓	A/I
Experience of working as part of a team	✓		A/I
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Knowledge of using different IT software such as Microsoft Office, and Email. With training, use the school management information system	✓		A/I
The interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to always remain calm and professional	✓		A/I
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I



Excellent timekeeping	✓		A/I
<b>Child Protection</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Flexibility of working hours	✓		A/I

