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|  | **Ely College**  **Student Support Assistant**  **JOB DESCRIPTION** |  |  |

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**Scale:** Scale 4/5 Point 18 to 25

**Hours:** 37 hours per week

**Weeks:** Term Time plus 1 week

**Responsible to:** Assistant Principal

**ROLE**

* To provide support to the house leadership.
* To promote positive behaviour of all students in the House.

**Specific Duties**

* Carry out administrative support to house leaders including filing, word processing, data processing, record keeping, report writing, telephone messaging and reprographics work (to follow).
* Carry out administrative support to designated departments including filing, word processing, data processing, record keeping, report writing, telephone messaging and reprographics work (to follow).
* To support college house leaders and tutors in all aspects of their pastoral and tutor work.
* To liaise with, meet and contact parents/carers on matters of concern in agreement with the house leaders.
* To assist in the organization of house activities and events
* To use computerized systems, records and databases to input and manage house pastoral data.
* Respond to day to day issues arising with students which are likely to have an effect on their learning as directed by the house leaders.
* Assist in the implementation and enforcement of academy pastoral policies, notably behaviour management, attendance, punctuality, uniform and homework.
* Investigate and report on incidents involving students from the house. Liaise with and support house leaders in such matters.
* Create and maintain confidential records
* Be a qualified member of the Emergency First Aid team, carry out emergency first aid for students, staff and visitors. Record first aid treatment given in line with academy procedures. Liaise with staff in the medical room
* Co-ordinate rewards and sanctions for the house
* Help to create and promote a corporate house identity and ethos
* Co-ordinate internal house competitions. Organise teams for house competitions
* Co-ordinate provision of work for students absent from school.
* Assist with the organisation of daily assemblies.
* Develop one to one mentoring relationships with students identified as requiring additional support.
* Mentor and support small groups of students identified as requiring additional support.
* Take decisions to send unwell students home (in the future)
* To support school administration such as displays, press articles, website entries
* Liaise and meet with teaching staff, teaching assistants etc as and when required in support of the student
* Administer induction of new students to the house for mid-academic year.
* To co-ordinate charity work for the house.

Duties may vary from time to time at the discretion of the Principal and the post holder may be required to undertake any reasonable task requested by the Principal.

**Child Protection**

To inform the Child Protection Officer of any issues relating to the safety and wellbeing of students.

**Future development of the post**

The post holder may allocate work to a Teaching Assistant once they are attached to house teams, or an Administration Assistant if the school choose to appoint these at a later stage to expand the administrative teams. Such work would be monitored and checked by the post holder

**Specific Duty related to the Post**

Each SSA will be required to undertake a specific role related to their skills and experience and that which meets the needs of the school. This will be agreed at interview.

**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 employer on all issues to do with Health, Safety & Welfare.

**Ethos**

* Contribute to wider school developments.
* Participate in arrangements for the appraisal of their performance and that of other members of staff.
* Participate in arrangements for further training and professional development.

*The job description is subject to review and may be changed following consultation with the post holder.*

*The Academy 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 and Barring Service.*

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| **PERSON SPECIFICATION** | | |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | GCSE English and Maths at Grade C or above  A broad education | A Level or equivalent |
| **Experience** | Experience of working with young people |  |
| **Knowledge and Skills** | Qualification in IT or demonstrable proof of skills in Word, Excel, PowerPoint and the Internet  Time management skills  Ability to prioritise when working alone  Excellent time-keeping  Ability to work with minimal supervision  Ability to communicate at all levels  Demonstrate an enthusiasm to motivate young people to learn |  |
| **Personal** | Adaptable  Articulate  Aspirational  Creative  Purposeful  Reflective  Resilient  Respectful |  |