

JOB DESCRIPTION

JOB TITLE	Teaching Assistant Student Support Mentor
GRADE	Grade 3 £23114 - £24294 (Full time equivalent) pro rata to hours worked. (£17,347 - £18,232 actual salary based on 32 hours per week)
HOURS	Part time or Full time. Up to 32 hours per week.

Job Purpose:

- To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.
- To support a number of identified students ('cohort') within an identified year group to achieve their termly targets.
- To organise timetabled intervention/support to the identified cohort whereby both classroom and 1:1 support is provided.
- Liaising with the cohort's teachers, tutors, year leaders, parents, carers in a key worker role, attending meetings, overseeing student progress and acting a reporting link to staff at all levels as appropriate.
- On occasion, to provide cover supervision in the event of the short-term absence of teaching staff within the school.

Duties and Responsibilities:

Under the direction and control of the classroom teacher or designated supervisor:

- ◆ Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- ◆ Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those students with special educational, physical or emotional needs.
- ◆ Monitor individual student's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.
- ◆ Actively engage in the pre-determined educational activities and work programmes at an age and ability appropriate level, including the administration of tests, and the use of information technology as appropriate.

JOB RESPONSIBILITIES AND TASKS WILL INCLUDE SOME OF THE FOLLOWING:

1. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of students as directed.
2. Undertake supervision of students, provide support in line with school procedures

3. Promote student independence in learning, social and mobility skills, reinforcing the student's self-esteem through praise and encouragement.
4. Ensure that students are able to safely use equipment and materials provided.
5. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, KS4
6. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
7. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of students which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing; intimate personal care
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare.
8. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
9. Support and contribute to the overall ethos/work/aims of the school.
10. Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
11. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
12. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
13. Attend and participate in relevant meetings as required.
14. Assist the teacher in supporting volunteer helpers or students in the classroom.
15. As the needs of the school evolve and change, there will be a requirement as part of this role to support students in line with school improvement and curriculum needs where structures change. This may mean that SSMs support different faculties, groups, years or other designated students over time and there is a requirement to flexibly support this.
16. As and when necessary due to teachers absence, you may be required to supervise a whole class to undertake work/activities that have been set by teachers in accordance with the school policy, including introducing and closing the class.
17. Any other duties and responsibilities within the range of the salary grade.

18. To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with.

19. Carry out the duties of the post with due regard to the school's equal opportunities policy, safeguarding, data protection, finance and health and safety procedures.

Postholder reports to : Lead SSM
 Support to : Deputy Headteacher
 Level of supervision : Under the guidance of the Lead SSM

PERSON SPECIFICATION

Student Support Mentor		Measurement
Knowledge	<ul style="list-style-type: none"> • Understanding of relevant codes of practice/ and legislation • Basic understanding of child development and learning • Training in relevant learning strategies 	<p>A, I A, I A, I</p>
Skills and Abilities	<ul style="list-style-type: none"> • To effectively use ICT and use of other equipment – eg mobile technology, photocopier • Ability to relate well to children and adults • To work constructively as part of a team (for example to be a key support member of the year team) • Ability to self-evaluate learning needs • Approachable and resilient • Excellent communication skills • Able to undertake manual handling of students and personal care of students which will include intimate personal care 	<p>A, I A, I A, I, R A, I, R A, I A, I A, I, R A, I</p>
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with specific special needs • Experience of supporting literacy in an educational environment • Planning lessons in literacy or a literacy related subject - ideal 	<p>A, I, R A, I A, I</p>
Educational	<ul style="list-style-type: none"> • Good literacy skills 	<p>A, I</p>

	<ul style="list-style-type: none"> • NVQII for Teaching Assistants or equivalent qualifications and experience • Ideally a graduate (in a subject related to literacy or literature) • Relevant qualifications in literacy where curriculum can be effectively supported (eg strong GCSE, A levels in Maths or literacy related subject) 	<p>A</p> <p>A, I</p> <p>A, I</p>
Safeguarding	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline. 	I
Special Requirements	<p>Would gain enjoyment from reading text from books in order to support in group and 1:1 lessons</p> <p>Good health and attendance records in line with the Trust's Promoting Health at Work Policy. Fitness to provide general care and welfare to students, which may include assistance with personal hygiene routines and with manual handling.</p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Disclosure and Barring Service Check will be required prior to appointment.</p>	I, R

Measurement: A – Application Form, I – Interview

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm.

When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.