

<b>College:</b>	De Lisle College
<b>Job Title:</b>	Student Support Assistant
<b>Grade:</b>	8
<b>Hours:</b>	
<b>Responsible To:</b>	Head Teacher, Business Manager, Head of Student Support, Assistant Head Teacher and Year Progress Leaders
<b>Key Relationships/ Liaison with:</b>	Students, YPL, Inclusion Manager, Head of Student Support, Attendance Officer , other college staff
<b>Job Purpose:</b>	<p>The purpose of the role is to inspire learners and maintain high expectations of student outcomes and to assist with day to day student support and pastoral care. As part of the Student Support Team, you will support YPLs and the Inclusion Manager in providing a comprehensive service. A large part of the role will involve dealing with students who have been reported for minor misdemeanours. The Student Support Assistant will need to investigate the allegations and liaise with the YPL and Inclusion Manager and Head of Student Support.</p>

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- 1 Support the development of consistent expectations of behaviour, achievement and celebration of student success
- 2 Use data and observation to identify and remove individual or group barriers to learning
- 3 Establish clear standards of care and discipline within Key Stages 3, 4 and 5
- 4 Work co-operatively with the YPLs to ensure appropriate support, both academic and pastoral, for students in the year group/key stage
- 5 To assist in the organisation and delivery of Tutor Reviews and Parents' Evenings
- 6 Take appropriate action to resolve disciplinary matters, according to college policy and procedures

- 7 To assist with issues raised on college transport
- 8 Request work and ensure this is sent home for excluded students and is returned for marking
- 9 Liaise with outside agencies and partner colleges to ensure a smooth transition between Key Stages where appropriate
- 10 To process subject choice forms and create a prospective student file
- 11 Assist Year Progress Leaders with visits for in-year student applications
- 12 Attend admission meetings as necessary
- 13 Attend and assist with the organisation of Open Days/Evenings
- 14 Develop strong links with parents and develop activities within college which help them to support the learning of their child
- 15 Contribute to the investigation and resolving of incidents
- 16 Maintain a high profile around the college
- 17 Maintain routine contact with parents
- 18 Respond to reports of bullying and harassment
- 19 Maintain appropriate records of action and intervention according to college policy
- 20 Ensure those factors affecting individual students learning and behaviour are communicated as necessary and appropriately to teaching and support staff
- 21 Support YPLs with students on report and support YPLs with student resources e.g. availability of report cards, planners, uniform cards, out of lesson slips and other duties
- 22 Assist YPLs in the organisation and attendance of Parents' Evenings and to set up venues, including:
  - **Hall and Gym** - set up name places and table mats (work with Facilities staff in the organisation of tables and chairs)
  - **Library, Dining Halls A and B** - set up tables, chairs, table mats and name places
  - Ensure drink request slips are on all tables

- Ensure food is available and delivered to Staff Room at the appropriate time
  - Set up a table in the Reception area for registers, checking of absences, absence sheets, pencils etc.
  - Ensure parent surveys/questionnaires are available for parents to complete
- 23 Support KS3, KS4 and KS5 YPLs in pastoral care and focussed student progress
  - 24 Work as part of a close knit team reporting daily to YPLs when required
  - 25 Process subject choice forms and create a prospective student file for in-year admissions
  - 26 Attend and assist with the organisation of Open Days/Evenings as in point 14
  - 27 Supervise students as required
  - 28 Administer progress checks
  - 29 Liaise with teachers and/or the pastoral team with regard to the work set for a student
  - 30 Communicate with outside agencies by telephone or in person, regarding student well-being
  - 31 Prepare reports and appropriate forms (including Behaviour Partnership) and to organise work for excluded students
  - 32 Check students who are on report
  - 33 Maintain pastoral and behavioural student records on the colleges management information system
  - 34 Support, as required, the Inclusion Manager with the supervision of students in the Behaviour Unit or the classroom
  - 35 Support, as required, the Inclusion Manager with the supervision of students during dinner detentions and break times
  - 36 Liaise with parents and members of teaching and support staff
  - 37 Assist in transition and student induction across Key Stages
  - 38 Assist during student photograph sessions

- 39 Make suitable arrangements for the smooth running of externally provided intervention programmes, which focus on pastoral and emotional needs.
- 40 Be flexible and able to cover for other staff in the pastoral team
- 41 Carry out general administrative duties - word process letters etc.
- 42 Take minutes at internal meetings/meetings with parents/outside agencies
- 43 The post holder will be required to be an appointed person for first aid and medical duties
- 44 Plan and devise programmes that assist in the implementation of inclusion activities for students with additional needs which take the form of half termly intervention groups e.g. Social Group, Respect Group.
- 45 Assist Attendance Officer as required
- 46 Arrange and book meeting rooms for internal and external meetings
- 47 Assist during vaccination sessions
- 48 Keep students personal and medical files up to date
- 49 Offer bereavement guidance to students
- 50 Refer relevant students to smoking cessation clinic and arrange appointments.

## **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school and disseminate as required
- (b) Expenses will be paid in accordance with the Local Conditions of Service
- (c) Work to promote and apply the colleges Safeguarding and Child Protection policy and practices
- (d) Work to promote and apply the colleges Equality and Diversity policy and practices
- (e) The post holder will respect confidentiality issues linked to home/student/teacher/college work and to keep confidentiality as appropriate
- (f) The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty
- (g) The post holder may be required to provide assistance with the invigilation of examinations
- (h) As a member of staff working in a school setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- (i) The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by school policies and procedures including Health and Safety
- (j) The post holder may be required to be an appointed person for first aid and medical duties
- (k) The post holder may be required to accompany and supervise students on educational visits
- (l) As a member of staff in a school setting you may have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity
- (m) The post holder will be required to undertake general administrative tasks as required

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

## PERSON SPECIFICATION

	Essential	Desirable
<b>Minimum Academic Qualifications</b>	<p>5A* – C GCSE or equivalent including English and Mathematics</p> <p>Knowledge of a secondary school's process/systems especially with regard to progress, attendance and behaviour</p>	Educated to 'A' Level or above
<b>Professional Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Effective mentoring skills</li> <li>• Good administration /organisation skills</li> <li>• Competence in using Microsoft office</li> <li>• Ability to work to tight deadlines</li> <li>• A good knowledge of safeguarding in a secondary school context</li> <li>• Ability to manage time and workload</li> </ul>	<ul style="list-style-type: none"> <li>• Current successful experience of the role in a secondary school</li> <li>• Knowledge of SIMS.NET software</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Resilience</li> <li>• Good communication and interpersonal skills</li> <li>• Proactive and able to use initiative</li> <li>• Maintain confidentiality at all times</li> </ul>	