

Job Description – Welfare Support Assistant

Salary: NJC 7-12

Working Time: 30hr/wk, Monday to Friday, term time only

Job Purpose:

To provide support and guidance for vulnerable students and help remove barriers to their learning.

Main duties and responsibilities:

To support the progress of identified students who are vulnerable or/and are struggling to access the curriculum, by:

- Provide particular and skilled support (mentoring, target setting, review meetings, lesson visits, group work and liaison with parent, staff and outside agencies) to a range of students who are struggling and/or are vulnerable;
- Liaising with HOH and tutors to ensure appropriate support is given to those students who need it;
- Closely monitor attendance and punctuality in all year groups and liaise with HOH/SLT to remove barriers to poor attendance;
- Supporting students in the Student Support area which will include before school, break time and lunchtime;
- Attending regular meetings with students, parents, guardians, staff and any other agencies concerned with the care of the individual and taking minutes as appropriate;
- Undertake administrative tasks associated with managing behaviour and rewards and recognition in school;
- Attending in-house meetings as part of the Student Welfare Team;
- Ensuring effective communication with parents, guardians and any other agencies as required to support the child;
- Supervise students who are struggling to attend classes and support the reintegration of students back into lessons;
- To consistently promote positive values, attitudes and behaviour;
- To encourage pupils to participate in all aspects of school life;
- To work effectively with individual pupils and small groups as necessary;
- Meet with Education Welfare Officer as necessary and act on attendance data supplied;

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All non-teaching employees are subject to a probationary period of six months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed:

Date:

PERSON SPECIFICATION – PASTORAL SUPPORT ASSISTANT

Criteria	Essential	Desirable
Experience	<p>Previous experience in a similar role</p> <p>Up to date knowledge of relevant safeguarding requirements, national guidance and school policies relating to the protection of children and young people</p> <p>Willingness to undertake continuing professional development</p>	
Qualifications and training	<p>A minimum of five good GCSEs or equivalent, including English and maths</p> <p>Experience of working with parents and a range of outside professionals</p>	<p>First Aid</p> <p>TA / HLTA</p> <p>Teaching</p>
Knowledge and Skills	<p>Good ICT skills, to include knowledge of Word and Excel</p> <p>Positive disposition, finding solutions to unexpected problems</p> <p>Able to communicate confidently and effectively</p> <p>Effective problem solving skills</p> <p>Able to write clear and legible reports</p> <p>Calm, reassuring personality with friendly, effective telephone manner</p> <p>Initiative and creativity</p> <p>Attention to detail and accuracy</p> <p>High expectations of self</p> <p>Excellent punctuality and attendance</p>	