

JOB DESCRIPTION

JOB TITLE	Student Support Assistant
GRADE BAND	WHFNJC K / WILNJC D / GLONJC F / BERNJC C5 / OXFNJC E / RIDNJC C
RESPONSIBLE TO	Principal
DEPARTMENT	Support
DATE JD/PS SIGNED OFF	August 2018

SIGNED	
PRINTED	
DATED	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

JOB PURPOSE

To work under the agreed systems of supervision, taking a lead role within the school to address the needs of students who need particular help to overcome barriers to learning.

MAIN TASKS, DUTIES & RESPONSIBILITIES

Support for Students

- Take a lead role in managing and delivering pastoral support to students.
- Manage the supervision of students excluded from, or otherwise not working to, a normal timetable.
- Attend to students' personal needs and provide advice to assist in their social, health and hygiene development.
- Undertake comprehensive assessment of students to determine those in need of particular help.
- Assist with the development and implementation of individual Education/Behaviour/Support/Mentoring plans.
- Take a lead role in the provision of support for students with special needs.
- Establish productive working relationships with students, acting as a role model.
- Arrange and develop 1:1 mentoring arrangement with students and provide support for distressed students.
- Take a lead role in managing the speedy / effective transfer of students across phases/ integration of those who have been absent.
- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance.
- Challenge and motivate students, promote and reinforce self-esteem.
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc.

Support for the Teacher

- Manage and liaison with feeder schools and other relevant bodies to gather student information.
- Support students' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate students' responses and progress against action plans through observation and planned recording.
- Provide objectives and accurate feedback and reports, as required, to other staff and students' achievements progress and other matters, ensuring the availability of appropriate evidence.
- Manage record keeping systems and processes.
- Take lead role in the development and implementation of appropriate behaviour management strategies.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access to learning and supporting home to school and community links.
- Take lead role in the development, implementation and monitoring of systems relating to attendance and integration, e.g. registration, truancy, pastoral systems etc.
- Administrative support, e.g. dealing with correspondence, compilation/analysis/ reporting on attendance, exclusion etc, making phone calls etc.

Support for the Curriculum

- Implement agreed learning activities/ teaching programmes, adjusting activities according to student responses/ needs.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.

Support for the School

- Comply with and assist the development of policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

ADDITIONAL DUTIES & RESPONSIBILITIES

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts 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 would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
Basic level of GCSE English and Maths C+	E	X	
Willingness to continue personal development as agreed	D		X
Experience and Knowledge			
Experience of working with young people	E	X	X
Basic counselling skills	E	X	X
Previous experience in a school environment preferable	D	X	
Skills and Abilities			
Able to build professional relationships with school employees, third parties and students alike	E		X
Participate positively in the implementation of new working methods and practices as required.	D		X
Contribute to decision making within the office	E		X
Values and Behaviours			
Positive attitude	E		X
Flexible to change	E		X
Contacts and Relationships			
Physical, Mental and Emotional Demands			
Special Requirements			