

JOB DESCRIPTION			
Post Title:	Grade:		
Student Support Assistant	Scale 3 Term Time +1 (35 hours per week) (Staggered Shifts 9am – 5pm, 8am – 4pm, 10am – 6pm or 11am – 7pm)		
Department: Support Staff	Responsible to: Student Achievement Coordinator		
	Responsible for: None		

Role summary:

As a member of a team, reporting to the Student Achievement Coordinator:

- To implement the Behaviour for Learning Policy
- To assist with the smooth running of the school by supervising students throughout the school day, paying particular attention to their safety and well being
- To facilitate the supervision of the students at break and lunchtime, before and after school
- To support students to ensure they are following school expectations with a particular focus on punctuality and attendance
- To model the behaviour expected for students at St Paul's Way Trust School
- Ensure safeguarding procedures are being followed by all adults who enter the school
- Ensure the safe entry/exit of visitors/students throughout the day
- To assist staff with enrichment classes, revision classes and Summer Schools

Main duties:

- To supervise students on the school premises and external areas
- To ensure the safety and well-being of students, reporting any concerns immediately to the appropriate person
- To mentor identified students and to become a Key Worker
- To contribute to the programme of Enrichment activities at the school
- To support staff with the implementation of identified interventions and support programmes
- To always expect the best from students and have high expectations
- To reward and praise students
- To value students efforts and achievements
- To make time to get to know individual students and become a co-tutor
- To avoid personalising behaviour issues
- To be firm, fair and caring towards students
- To take active responsibility regarding promoting good behaviour, healthy eating etc
- To undertake invigilation duties for exams as required.
- To support students both inside and outside the classroom under the direction of the classroom teacher and student achievement co-ordinator
- To supervise, with other members of staff, enrichment classes, revision classes and Summer Schools



• Following induction, and training, understanding, supporting and implementing the School's Equal Opportunities Policy, Behaviour for Learning Policy, Anti-bullying and Safeguarding Policy

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

The postholder will be required to undertake training including CAF training as required to be effective in carrying out all duties.

General

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the safeguarding procedures adopted by the school and the local authority.

Signed	Postholder	Date	_
Signed	Headteacher	Date	_



	Person Specification for the Post of	Ess	Des	Evi
Student Support Assistant				
Knowledge	Sound knowledge of school procedures and			
	practicesAbility to implement routines to establish good			
	behaviour management within the school			
Qualifications	NVQ III or equivalent			
& Experience	2. GCSE A* - C English and Maths			
	3. Qualified first aider or willing to undertake training4. Excellent word processing skills and a basic			
	Excellent word processing skills and a basic working knowledge of EXCEL			
	5. A belief in the value of the experience you can			
	provide as a Student Support Assistant			
	6. A calm and relaxed manner as well as a positive			
	and optimistic outlookAn understanding of how important the mid-day			
	meal and a pleasant learning environment is to			
	our young people			
Leadership	Achieving Results			
and Management	Good organisational skills. Ability to work independently and take initiative.			
Framework	2. Ability to work independently and take initiative when appropriate.			
	Ability to work under pressure in the School			
	environment			
	4. Ability to offer and engage in enrichment activities			
	Engaging With Others 1. Ability to communicate effectively with individuals			
	1. Ability to communicate effectively with individuals, groups of students, teachers, parents and other			
	members of staff			
	2. Ability to accept guidance and direction from			
	teachers, the Students Achievement Coordinator			
	and Senior Pastoral Manager			
	3. Thoughtful, open and honest character and a confident and outgoing manner			
	4. An ability to work as part of a team			
	Valuing Diversity			
	Experience, or empathy with, working with young			
	people			
	Learning Effectively 1. IT literate and willing to undertake further training as			
	required.			
	A commitment to continuous professional			
	development			
	A satisfactory Enhanced DBS disclosure			