

<b>JOB DESCRIPTION</b>	
Post Title: Student Support Assistant	Grade: 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: <ul style="list-style-type: none"> <li>• To implement the Behaviour for Learning Policy</li> <li>• 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</li> <li>• To facilitate the supervision of the students at break and lunchtime, before and after school</li> <li>• To support students to ensure they are following school expectations with a particular focus on punctuality and attendance</li> <li>• To model the behaviour expected for students at St Paul's Way Trust School</li> <li>• Ensure safeguarding procedures are being followed by all adults who enter the school</li> <li>• Ensure the safe entry/exit of visitors/students throughout the day</li> <li>• To assist staff with enrichment classes, revision classes and Summer Schools</li> </ul>	

**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



Person Specification for the Post of <b>Student Support Assistant</b>		<b>Ess</b>	<b>Des</b>	<b>Evi</b>
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Sound knowledge of school procedures and practices</li> <li>2. Ability to implement routines to establish good behaviour management within the school</li> </ol>			
<b>Qualifications &amp; Experience</b>	<ol style="list-style-type: none"> <li>1. NVQ III or equivalent</li> <li>2. GCSE A* - C English and Maths</li> <li>3. Qualified first aider or willing to undertake training</li> <li>4. Excellent word processing skills and a basic working knowledge of EXCEL</li> <li>5. A belief in the value of the experience you can provide as a Student Support Assistant</li> <li>6. A calm and relaxed manner as well as a positive and optimistic outlook</li> <li>7. An understanding of how important the mid-day meal and a pleasant learning environment is to our young people</li> </ol>			
<b>Leadership and Management Framework</b>	<u><b>Achieving Results</b></u> <ol style="list-style-type: none"> <li>1. Good organisational skills.</li> <li>2. Ability to work independently and take initiative when appropriate.</li> <li>3. Ability to work under pressure in the School environment</li> <li>4. Ability to offer and engage in enrichment activities</li> </ol>			
	<u><b>Engaging With Others</b></u> <ol style="list-style-type: none"> <li>1. Ability to communicate effectively with individuals, groups of students, teachers, parents and other members of staff</li> <li>2. Ability to accept guidance and direction from teachers, the Students Achievement Coordinator and Senior Pastoral Manager</li> <li>3. Thoughtful, open and honest character and a confident and outgoing manner</li> <li>4. An ability to work as part of a team</li> </ol>			
	<u><b>Valuing Diversity</b></u> Experience, or empathy with, working with young people			
	<u><b>Learning Effectively</b></u> <ol style="list-style-type: none"> <li>1. IT literate and willing to undertake further training as required.</li> <li>2. A commitment to continuous professional development</li> <li>3. A satisfactory Enhanced DBS disclosure</li> </ol>			