

## **Job Description Student Support**

### **Job Title:**

Student Support

### **Responsible to:**

Principal / SENCO / Head of School

### **Purpose of the Role:**

Participate in the implementation of personal learning plans (PLP's) or intervention programmes for learners as designed by the Principal/ SENCO or Class Teacher. Duties to include monitoring the progress of learners educationally and/or socially.

### **Hours:**

Monday – Friday, 8:30 – 16:30, *unless requested otherwise by the Principal*

### **Responsibilities:**

#### **Support for pupils:**

- Provide teaching support in small groups or individually, with a focus on an agreed area of need identified in the learner/group PLP;
- Provide teaching support in small groups or individually via an intervention programme with a focus on an area of identified need in order to raise attainment;
- Liaise with the SENCO and/or class teacher to understand the objectives of each session;
- To provide support for individuals or groups within the class situation to enable them to participate fully in class activities;
- To support identified learners with emotional or behavioral needs and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working, in partnership with the social inclusion manager;
- To work with and deliver individual programmes designed by other professionals e.g. speech therapists, occupational therapists as necessary on prepared programmes of work/support both at the school site or off-site as necessary.

#### **Support for teacher(s):**

- Assist teachers with observation and monitoring of progress of learner's, maintaining accurate records, in order to ensure documentation of all interventions with the children;
- Maintain records of support as directed by Head of School / Class teacher;
- Support teaching staff in the implementation of school behaviour policy and/or social inclusion support programmes;
- To attend regular liaison meetings with teacher to ensure good communication and continuity in pupil support;
- To assist in the preparation of learning materials where appropriate;
- To be prepared to work out of class with groups or individuals;
- To be prepared to cover the class as a result of teacher absence;

#### **Support the School:**

- To attend meetings, as appropriate, with academic staff to maintain good communication;
- To be prepared to attend training/undertake professional development as identified in the school strategic improvement plan or as a result of staff review;
- To maintain a professional and discreet attitude at all times with regard to learners, in terms of their learning/attainment, behaviour and emotional needs and personal circumstances;
- Participate and supervise pupils in off-site activities as directed by any of the senior leadership team /or class teachers e.g. educational trips, walks etc. Supervise in Sports lessons and at break and lunch time to ensure continued safety of the learners. This may also involve supervising from a safe distance some vulnerable learners if they abscond from the school site;

***Team Working and Collaboration:***

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies;
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them;
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school;

***Fulfil wider professional responsibilities:***

- Work collaboratively with others to develop effective professional relationships;
- Communicate effectively with parents/carers with regard to pupils' well-being using school systems/processes as appropriate;
- Communicate and co-operate with relevant external bodies as appropriate;
- Make a positive contribution to the wider life and ethos of the school;

***Professional development:***

- All Student Support will be expected to participate in a process of staff review which will include the negotiation of agreed performance objectives and identification of professional development needs. This will be reviewed approximately every 6-8 weeks and will include on-going monitoring and support throughout the year;

***Other:***

- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality;
- Perform any reasonable duties as requested by the Principal and Vice Principal;
- To actively promote equality and diversity and health and safety in all aspects of the role.

***Note:***

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Person Specification  
Student Support**

Criteria	Essential	Desirable	Evidence Base/Mode of Assessment
Maths & English Level 2 (c) GCSE	✓		Application
Confident use of IT	✓		Application
Working towards a L3 qualification for Teaching Assistants or equivalent		✓	Application/Interview
Evidence of working with learners who have SEBD for a minimum of 2 years		✓	Application
The ability to organise, plan and take responsibility; prioritising tasks and working to agreed deadlines	✓		Application/Interview
The ability to communicate clearly and effectively, both with colleagues and learners, verbally and in writing	✓		Application/Interview
The ability to set appropriate examples for children at all times	✓		Application/Interview
The ability to motivate, support and encourage learners to develop their self-esteem and interpersonal skills	✓		Application/Interview
The ability to listen and respond both responsibly and appropriately, with sensitivity	✓		Interview
The ability to manage children who display disruptive or challenging behaviour and to guide/direct staff in managing that behaviour	✓		Application/Interview
Ability to understand and implement National Minimum Standards	✓		Interview
Knowledge of and involvement with performance review	✓		Interview
Knowledge and Experience of procedures to safeguard the welfare of the learners	✓		Interview
Sound in the knowledge and application of appropriate professional boundaries for school staff	✓		Interview
An ability to work within a team	✓		Application/Interview
Honesty, Integrity, Empathy and humour	✓		Application
Commitment to the promotion of the concept of equal opportunities	✓		Application/Referees
A liking and genuine respect for young people who can sometimes be challenging.	✓		Application/Interview

*S Stoneman*

Signed by Sarah Stoneman (Principal)

**Employee Signature:**

**Print Name:**

**Date**