

# Horncastle Education Trust

## Job Description: Student Support Assistant

### 1. Purpose of the role:

- To support the safety and welfare of students.
- To support the management of consistent behaviour to achieve the highest possible standards of behaviour and learning.
- To support home school liaison through parent support and engagement.

### 2. Key Responsibilities and Tasks

- i. To work with the Student Support Department to ensure all students achieve and succeed.
- ii. To play a full part in the School's Behaviour Management Strategies, including Student Record Cards and ensure all information is recorded accurately and within a timely manner.
- iii. To mentor and support students experiencing difficulties in behaviour, achievement or attendance.
- iv. To collate evidence and information regarding incidents of poor behaviour, to allow strategies to be developed across the school for groups of and individual students.
- v. Act as liaison with staff and parents in relation to incidents of poor behaviour.
- vi. Ensure accurate reporting of incidents onto the school's MIS in a timely manner.
- vii. Be able to challenge, interrogate and analyse the data within the SIMS Behaviour Management module to maximize student outcomes.
- viii. Responsibility for the accurate collation of student profiles where students require intervention.
- ix. To support the School's Staged Procedure for Behaviour and the Behaviour Policy to maximize student attendance.
- x. Responsible for the collation of accurate evidence and information for the School Attendance Panel.
- xi. To participate in the School Attendance Panel, providing stakeholders with pastoral information, where necessary, in order to inform judgements and future actions.
- xii. Ensure own knowledge and information relating to current legislation and good practice, in relation to behaviour and attendance is kept current.
- xiii. To pro-actively support students working outside normal lessons, ensuring that appropriate work is provided.
- xiv. Co-ordination, collation and collection (where appropriate) of work packages for students unable to attend school.
- xv. To ensure that all stakeholders (teachers/support staff/parents/ outside agencies) around the child are kept informed of relevant information to the student case.
- xvi. Support the induction process for students in mid-term transfer.

**3. MANAGEMENT OF PEOPLE - None**  
**SUPERVISION OF PEOPLE - None**

**4. CREATIVITY AND INNOVATION**

To have the ability to reflect and critically analyse working practice with the students.

In liaison with Line Manager, establish appropriate programmes of support for identified students/groups of students in relation to poor behaviour and/or attendance.

Post holder will work within defined policies, procedures and legislation but creativity is required for specific tasks. Such tasks will be clearly defined and supervised by the Deputy Headteacher.

**5. CONTACTS AND RELATIONSHIPS**

Daily contact with Line Manager and/or Deputy Headteacher.

Daily contact with students, staff, external agencies and other significant stakeholders.

**6. DECISIONS**

Work will be carried out within policies and processes and without reference to others. The impact of decisions taken would be on the school and/or its partners and would be quickly identified and remedied.

**7. RESOURCES**

Safekeeping and confidentiality of information.

Office equipment.

**8. WORK ENVIRONMENT**

a) **Work Demands** – Priorities will occasionally conflict but clear procedures will be in place in school.

b) **Physical Demands** – The postholder may spend prolonged periods of time sitting at a computer.

c) **Working Conditions** – General school/office environment – well-lit and well ventilated.

d) **Work Context** – Contact with pupils, staff and external agencies where good judgement and professionalism are paramount. Potential occasional issues of abuse and aggression but clear procedural response and Senior Team referral.

**9. KNOWLEDGE AND SKILLS**

The postholder must be an experienced administrator with a minimum of one year's relevant experience. Knowledge of working in schools and qualifications equivalent to NVQ Level 2 are desirable.

**10 GENERAL**

**Job Evaluation** – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

**Other Duties** – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** – The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

**Health and Safety** – The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

**All staff have a responsibility to safeguard and promote the welfare of children and young people.**

## Requirements for the post:

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>
Use of Microsoft Office/Office 365; Outlook, Word, Excel	✓	
Keyboard skills	✓	
Qualified to NVQ Level 2 or equivalent		✓
First Aid qualification		✓

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
SIMS student data management system		✓
Knowledge of absence monitoring procedure and protocol		✓
Safeguarding		✓
Data Protection including GDPR		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
One years prior administration experience	✓	
Dealing with the public in a customer facing role	✓	
Working within a school environment		✓

<b>Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication and organisational skills	✓	
Honesty and integrity	✓	
Self motivated	✓	
Team worker	✓	
Conscientious	✓	
Attention to detail and meticulous record keeping	✓	
Ability to work to under pressure to fixed deadlines	✓	