



JOB DESCRIPTION

Job title:

Student Support Assistant

Reporting to:

Relevant Academic Headteacher and Inclusion Lead

Safeguarding

“Safeguarding ... relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone’s responsibility. Safeguarding is defined in Working together to safeguard children 2013 as:

- *protecting children from maltreatment*
- *preventing impairment of children’s health and development*
- *ensuring that children grow up in circumstances consistent with the provision of safe and effective care and*
- *taking action to enable all children to have the best outcomes” (Gov.UK 2014)*

At Laude San Pedro safeguarding is everyone’s responsibility and all members of staff must be fully aware of and fully complete their obligations.

Job Summary

A Student Support Assistant (SSA) normally works with an individual pupil in order to meet their specific learning needs, as identified by the academic team. Clear learning and progress targets will be set and monitored by the SSA. These targets will be reviewed regularly with the family and the school team. The SSA will produce formal written reports in line with the whole school reporting system. The SSA will also undertake the regular duties of an academic colleagues such as cover and duties in proportion to the hours of support they undertake.

Student Support Assistant

The Student Support Assistant will be responsible to: The Academic Head and Inclusion Lead

The Student Support Assistant will normally be responsible for one child in one session, although it may be that the school decides the session could be used by more than one child in which case the SSA will be responsible for small groups.

Teaching and Learning

- Working with the inclusion and academic teams to identify the learning and progress targets
- Setting up a high quality programme of study that enables the child(ren) to work towards the learning and progress targets
- Motivating the child(ren) to achieve the learning and progress targets using engaging teaching and learning strategies.
- Delivering the required programme of learning
- Assessing the child(ren)'s progress
- Maintaining assessment records for the child(ren)
- Reviewing progress with the class/subject teacher and the Inclusion lead for the child(ren)
- Meeting families on a regular basis to report on progress.

Duties and Cover

- The SSA will be given break and/or lunch duties and cover lessons in proportion to the hours worked. These will be allocated by the Academic Head.

Administration

- The SSA will attend the appropriate staff training and meeting events
- Produce formal reports for individual child(ren)
- Maintain the assessment records
- Follow the policies of the school

Communication

- Work to ensure consistently high standards of reporting to parents both within formal reports and through quality written and verbal communications.
- Ensure any documentation given to pupils and parents shows the department and school in its best light.
- Attend any meetings where Student Support needs to be represented in front of parents and pupils.
- To actively promote the Student Support Programme through the school website and any other communication channels.

General

- Play a leading role in the promotion, development and constant improvement of the school.
- To assist in break / lunch supervision as required
- Represent the school in a manner consistent with its ethos and values
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children

Person Specification

Education and Skills:

Essential:

- A qualified or experienced teacher or psychologist (or similar)
- Excellent classroom management skills and able to follow the school's student expectations

Desirable

- Further qualifications and track record of professional development.

Training and Experience:

- Successful experience in the British system.
- Proven track record of delivering within this area.
- Record of delivering relevant extracurricular activities/events

Competencies for the Role:

Role Specific

- To be approachable to children, parents, and staff.
- To be able to work professionally as part of a team.
- To give clear instructions to children and be organised in classroom management.
- To be flexible, friendly and cooperative when working with colleagues.
- To communicate clearly to parents and resolve any issues quickly and professionally.
- To communicate effectively in writing.

At Laude San Pedro we have high academic expectations for all of our students. Our vision is that every child will achieve more than they dreamed possible, in a happy and inclusive environment where everyone is supported and encouraged to excel.

In addition, our whole community shares a common understanding of the personal qualities and values which we hope all of our students will demonstrate and uphold.

- Loyalty
- Aspirational
- Unity
- Determination
- Empathy

Signed: Date:

Name (Print):