



Job Description

Job Title:	Student Support Assistant (SSA) (Level 1)	Salary (range where applicable)	
Reports to:	SENCO	Directly Line Manages:	None
Overall Purpose	To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.		

Key Responsibilities and Objectives: **Key Elements:**

Support for Students	<p>This will involve:</p> <p>Core Duties</p> <ul style="list-style-type: none"> ▪ Supervising and supporting students, ensuring their safety and access to learning. ▪ Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs. ▪ Encouraging students to interact with others and engaging in activities led by the teacher. <p>Additional Duties</p> <ul style="list-style-type: none"> ▪ Attending to the students' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. ▪ Promoting the inclusion and acceptance of all students. ▪ Encouraging students to act independently as appropriate. ▪ Assisting with the invigilation of students with access arrangements e.g. reading, scribing.
Support for the Teacher	<p>This will involve:</p> <p>Core Duties</p> <ul style="list-style-type: none"> ▪ Being aware of student problems/progress/achievements and reporting to the teacher as agreed. ▪ Supporting the teacher in managing student behaviour, reporting difficulties as appropriate. <p>Additional Duties</p> <ul style="list-style-type: none"> ▪ Preparing classroom as directed for lessons and clearing afterwards and assisting with the display of students work. ▪ Undertaking student record keeping as requested ▪ Gathering/reporting information from/to parents/carers as directed. ▪ Providing clerical/administrative support, e.g. photocopying, typing, filing, collecting money etc.
Support for the Curriculum	<p>This will involve:</p> <p>Core Duties</p> <ul style="list-style-type: none"> ▪ Supporting students in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher. ▪ Supporting students in using basic ICT as directed. <p>Additional Duties</p> <ul style="list-style-type: none"> ▪ Supporting students to understand instructions. ▪ Preparing and maintaining equipment/resources as directed by the teacher and assisting students in their use.

Key Responsibilities and Objectives: Key Elements:

Support for the School

This will involve:

Core Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Occasional supervision of classes for absent staff.

Additional Duties

- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and students on visits, trips and out of school activities as required.
- Assisting with the invigilation of students with access arrangements e.g. reading, scribing.

Key Accountabilities and Result Areas: Key Elements:

Generic Duties and Responsibilities

This will involve:

Child Protection

- Being responsible for child protection and promoting the welfare of all students and staff, ensuring that they are protected from harm. All staff have a duty of care to ensure that if there are any concerns relating to the welfare or safety of a child their concern is immediately relayed to the Designated Person with responsibility for safeguarding children.

Green Responsibilities

- Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) wherever possible in day-to-day work.

Data Protection

- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities and Anti Discrimination

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health and Safety Policy and Procedures, co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Contributing as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training if required
- Participating in the ongoing development, implementation and monitoring of the school and department improvement plans
- Championing the professional integrity of the School
- Supporting Teaching and Learning Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions
- Undertaking any other reasonable request as required.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed (headteacher's decision is final)
- All staff should arrive on time to commence their duties as described by contracts.
- All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manager on return to work.
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.
- All staff are expected at all times to treat each other, parents, students and members of the public with respect.

Person Specification

Essential skills and abilities:

- Good numeracy/literacy skills.
- Appropriate knowledge of first aid.
- Use basic technology – computer, video, and photocopier.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Participate in development and training opportunities.

Essential experience:

- No previous experience necessary.

Desirable Knowledge:

- Completion of DCSF Teacher Assistant Induction Programme.

Desirable skills and abilities:

- Educated to at least A level standard with knowledge and experience of a broad and balanced curriculum.

Desirable experience:

- Working with or caring for students of relevant age.

Special conditions:

To undergo a successful enhanced DBS check.

I the undersigned confirm that I agree and understand the duties in this job description:

Name Print: _____

Name Sign: _____

Date: _____