



Job Description and Person Specification
Student Support Assistant

JOB DESCRIPTION

Student Support Assistant

Reporting to:	Key Stage Manager
Salary/Grade:	Grade 7 (£20,856 - £22,131 FTE)
Post Purpose:	To support the Key Stage Manager in delivering high quality pastoral support across the key stage
Liaising with:	Headteacher/SLT, Curriculum Leaders, SENDCo, other Student Support Assistants, relevant support and administrative staff, external agencies and parents/carers.
Disclosure Level:	Enhanced

MAIN DUTIES AND RESPONSIBILITIES

The Student Support Assistants comprise full-time non-teaching members of staff who are able to react as student needs arise. They play a pivotal role in supporting the Key Stage Manager and ensuring that students are able to access their education and receive personalised support specific to their needs.

Pastoral support and well-being

Students may be identified as requiring support through identification by the Key Stage Manager, Form tutors or other staff in the school. Students will also be able to request support through the Key Stage Hubs.

The Student Support Assistants will be able to offer a wide variety of support but will include support where students:

- Require additional support due to anxiety or mental health concerns.
- Help for students struggling with relationship and friendship difficulties.
- Specific support for students with identified SEND needs
- Are struggling to attend school.
- Bereavement and loss

Behaviour

The Student Support Assistants will react as behaviour incidents arise. They will investigate the incidents and remove students from school circulation if required. They will work with the Key Stage Managers to identify and implement appropriate consequences and, where applicable, meet with parents / carers.

The Student Support Assistants will support the Key Stage Manager in ensuring very high standards of behaviour and expectations in the key stage. This will include organising and managing the detentions and ensuring students attend.

Attendance

- In conjunction with the Attendance Officer the tracking of attendance and punctuality patterns across the key stage and identifying individual students who require further intervention or support.
- Undertaking administrative support for the Key Stage Manager when involving the Local Authority and the use of Fixed Penalty Notices.
- Meet with students and parents / carers to support attendance.

Safeguarding

- Student Support Assistants will be DSL trained to ensure they have the enhanced skills and knowledge to support safeguarding concerns.
- Student Support Assistants will support dealing with any safeguarding allegations under the guidance of the DSL/Key Stage Manager. This may include taking statements, contacting agencies/ parents and completing paperwork.
- Attend multi agency meetings.

General responsibilities

- Liaising with other agencies as required
- Administrative support with the completion of paperwork e.g. Inclusion Partnership, safeguarding.
- Effective communication with parents and carers
- Pro-active in ensuring high standards of student behaviour and attitudes around the school.
- Supporting the removal of students from lessons if a level 4 consequence.
- Referral and coordination of; School Nurse / Wellbeing / Turning Point / Practitioners / Inclusion Service

School Ethos

- To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other reasonable task, at the discretion of the Headteacher.

SIGNATURES:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: _____
(Employee)

Dated: _____

Signed: _____
(Headteacher)

Dated: _____

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon an enhanced CRB disclosure, satisfactory references and medical clearance.

PERSON SPECIFICATION
Student Support Assistant

Education

Essential	Desirable
<ul style="list-style-type: none"> • Good standard of numeracy and literacy skills 	<ul style="list-style-type: none"> • GCSE/O level mathematics and English at grade C or above • Qualifications/Certification relevant to the role e.g. Mental Health First Aid, Designated Safeguarding Lead

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience of working with multiple stakeholders 	<ul style="list-style-type: none"> • Previous experience of working in a school/ academic environment • Previous experience of working in a pastoral or student support role

Skills and Competencies

Essential	Desirable
<ul style="list-style-type: none"> • Ability to communicate effectively orally and in writing • Excellent organisational and administrative skills • IT skills with MS office applications and the ability to learn new packages 	<ul style="list-style-type: none"> • Experience of using schools-based management information packages.

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Genuine passion for education and belief in the potential of every student • Empathy with children and young people. • Reflective and proactive in seeking feedback to improve • A commitment to sustaining and raising achievement, attainment and aspirations of all students • Collaborative, professional style of working. Ability to work under pressure and remain positive, enthusiastic and resilient • Ability and willingness to undertake professional development. • Good interpersonal skills with the ability to maintain strict confidentiality. • Able to work flexibly and respond to unplanned situations. • Commitment to the highest standards of child protection and safeguarding. • Ability to work effectively as part of a team. • Communicate effectively and appropriately to students with different abilities and backgrounds. • Ability to demonstrate enthusiasm and sensitivity while working with others • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. • Be productive and show initiative. • Deep commitment to LHS' ethos "Where Learning Comes First" 	

Telephone:
01455 552710

Email:
admin@lutterworthhigh.co.uk

Address:
Lutterworth High School
Woodway Road
Lutterworth
Leicestershire
LE17 4QH

www.lutterworthhigh.co.uk

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