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*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: Student Support Assistant (SSA – Level 1)

Line Manager: SENDCo

# 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.

**Areas of responsibility and guidance:**

**Support for Students:**

**Core Duties**

* 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.

**Additional Duties**

* 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:**

**Core Duties**

* 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.

 **Additional Duties**

* 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:**

**Core Duties**

* 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.

**Additional Duties**

* Supporting students to understand instructions.
* Preparing and maintaining equipment/resources as directed by the teacher and assisting students in their use.

**Support for the School:**

**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.

**Responsibilities:**

* 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;
* Contributing to the overall ethos/work/aims of the school;
* Appreciating and supporting the role of other professionals;
* Attending and participating in relevant meetings as required;
* Participating in training and other learning activities and performance development as required;
* To enrich personal knowledge by consulting up to date resources;
* Promote and ensure the health and safety and good behaviour of students at all times.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| Essential | Desirable |
| No previous experience necessary | Completion of DCSF Teacher Assistant Induction Programme |
| Effective use of ICT and other specialist equipment/resources | Educated to at least A level standard with knowledge and experience of a broad and balanced curriculum |
| Very good numeracy/literacy skills | Working with or caring for students of relevant age |
| Ability to relate well to children and adults | First aid |
| Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these |  |
| Willingness to participate in development and training opportunities |  |

We want all at SHS to believe in and maintain the values of our school:

