

Job Title:	Student Support Worker
Reports to:	SEND Coordinator
Salary Grade:	Grade 4 TD10-TD14
Hours:	32.5hrs per week, 45 weeks (term time plus 1 week)

Core Purpose:

Working under the guidance of the teacher/SEND Coordinator, provide support in addressing the needs of students who need particular help to overcome barriers to learning.

Key Responsibilities:

Supporting the Student

- Under the direction of the teacher, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.
- Encourage and promote the inclusion and acceptance of all students.
- Assist with the development and implementation of Individual Learning Plans.
- Aid the learning of students by:
 - Clarifying and explaining instructions;
 - Ensuring that the young person is able to use the equipment and materials provided;
 - Motivating and encouraging the young person as required;
- Liaise with specialist services on behalf of individual students, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide feedback to students in relation to progress and achievement.
- Promote literacy and numeracy.
- Promote strategies to overcome barriers to learning for students with English as an Additional Language (EAL).
- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy).

Supporting the Teacher

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide detailed and regular feedback to the teacher on student achievement, progress and other matters.
- Contribute to behaviour management within the academy and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Undertake support activities for the teacher as required.

Supporting the Curricular

- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Implement agreed learning activities/teaching programmes, adjusting activities according to students needs.

- Help students to access learning activities through specialist support.

Supporting the Academy

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, dealing with/reporting concerns to an appropriate person
- Be responsible for the provision of out-of-academy learning activities within guidelines established by the academy. Supervise students on visits and trips as required
- Contribute to upholding the core values and ethos of the academy.
- Support the DVP and SEND Coordinator in the review, implementation, development and monitoring of individual learning plans.
- Attend team and staff meetings and ensure minutes are followed up if unable to attend.
- Take part in the academy's staff development programme by participating in arrangements and opportunities for continuous professional development.
- Alert the DVP/SEND Coordinator of any persistent or major problems being experienced by students and contribute towards a solution.
- Establish good relationships, encourage good working practices and support other members of staff.
- Collate evidence for exam concessions.

General Responsibilities:

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To promote a flexible approach to meet the changing needs of the Academy.

Academy Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Providing a courteous and efficient service to students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- Working to maintain the Academy at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation
- Promote the safeguarding of all students

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Person Specification

Student Support Worker

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to provide support for students, including those with special needs and EAL, ensuring their safety and access to learning activities • Promote good student behaviour, and deal promptly with conflict and incidents • Ability to undertake student record keeping as requested • Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration students' learning styles • Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection 	<ul style="list-style-type: none"> • Ability to utilise strategies to support students in achieving learning goals • Understanding of how to support Literacy/Numeracy/EAL programmes, record achievements and progress and providing appropriate reports and feedback for the teacher
Skills & Abilities	<ul style="list-style-type: none"> • Establish good working relationships with students acting as a role model • Encourage students to interact with others and engage in activities led by the teacher. • Assist with the development and implementation of Individual Learning Plans and Education Health Care Plans • Provide detailed and regular feedback to teachers on students' achievements and progress. • Support the use of ICT in learning activities and develop students' competence and independence in its use • Work as part of a team appreciating and supporting the role of other people in the team. • Support the change process, remaining positive during times of change • Build and maintain successful relationships with students • Ability to improve your own practice 	

Experience	<ul style="list-style-type: none"> • Minimum 2 years experience working with and or caring for children of relevant age/subject area, in an educational setting • General understanding of national curriculum and other basic learning programmes/techniques • Basic understanding of child development and learning • Ability to relate well to children and adults • General awareness of inclusion, especially within a school setting 	
Qualifications	<ul style="list-style-type: none"> • Level 2 qualification in Maths/Numeracy and English/Literacy • NVQ 2 for Teaching Assistants or equivalent qualification or experience • Willingness to undertake appropriate first aid training 	<ul style="list-style-type: none"> • Training in relevant learning strategies e.g. literacy/numeracy/EAL
Personal Commitment	<p>Commitment to:</p> <ul style="list-style-type: none"> • safeguarding and promoting the welfare and rights of young people and acceptance of the principles underlying equal opportunities and diversity • effective team work • own performance management and to continued, relevant professional development 	