

## Job Description: Student Support Assistant

### 1. ROLE TITLE

Job Title:	Student Support Assistant
Reporting Line:	SENco
Hours:	37.5 hours per week, term time only (0.86 FTE), 8.00am - 16.00pm with a half an hour unpaid lunch break

### 2. PURPOSE OF ROLE

Under the supervision of the SENCo, the post holder will fulfil a range of supportive and administrative duties. These may include supporting small groups of students within and outside of the classroom, lunch supervision / activities, liaising with parents and support services and preparing materials for teaching and learning. The post holder will offer support within and outside of the classroom. The role will involve liaising with staff to provide support to help meet the needs of different students.

### INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE

#### Personal effectiveness:

- Taking responsibility for improving personal effectiveness through involvement in training, mentoring and coaching, discussion and questioning, self-evaluation, Performance Management and personal goal setting.
- Promoting inclusion, equality and fairness; celebrating difference, diversity, and individuality; being non-judgemental of students and stakeholders.
- Adapting and modifying approaches and strategies to ensure that the needs of individual student are met, including use of appropriate language and communication.
- Ensuring effectiveness by building positive, meaningful, and respectful relationships with students.
- Ensuring that, at all times, positive respectful attitudes and behaviour are modelled and promoted to all students.

#### Management and accountabilities:

- The post-holder is accountable to the SENCO.
- The post-holder may be required to work in any part of the school or redeployed at short notice within the school to meet day-to-day operational requirements, and may be required to undertake any reasonable duties, or comply with any reasonable request, from the Principal, or the delegated manager, that fall within the general scope of this job description and meet contractual obligations.