

THE RIPLEY ACADEMY

JOB DESCRIPTION



INTRODUCTION

NAME OF POST HOLDER:

Post Title:	Student Support Team Assistant
Salary:	Scale 5 Points 13 - 17
Hours/Weeks:	37 hours per week / 39 weeks per year
Times:	8.00am-4.00pm Mon-Thur; 8.00am-3.30pm Fri
Responsible to:	Deputy Head Teacher - Pastoral

Responsible for:	Working proactively with students, parents and staff to quickly remove barriers to learning in behaviour, welfare and attendance so that all students enjoy and access school and reach their academic and social potential
Main Core Duties:	<p>Supporting the pastoral team: To support the Heads of Year in their respective roles to ensure provision of high levels of pastoral care, which includes:</p> <ul style="list-style-type: none"> • To be the first port of call for students who have issues in school • To investigate into incidents which have happened during the school day, gathering statements and evidence to present to the Head of Year • To help enforce The Ripley Academy uniform policy • To help to implement the whole school Anti-Bullying Policy • To contact parents and carers with regard to student issues raised. • To maintain a visible presence around school at key times of the school day • To respond to and resolve on-call alerts where necessary • To act as key worker to nominated students, working with colleagues and parents to take all reasonable steps to ensure that they are safe, happy and make outstanding progress • Provide some clerical support for pastoral leaders. <p>Safeguarding:</p> <ul style="list-style-type: none"> • To act as a Deputy Designated Safeguarding Lead • To deal with disclosures in a timely and detailed manner in line with good practice in KCSIE • To act upon disclosures as coordinated by the DSL • To represent the school at professional meetings e.g. TAF/RPCPs etc. as required. • Where necessary, make referrals to external agencies and attend parental meetings and multi-agency meetings both in and out of school for vulnerable students.

	<p>Parental liaison</p> <ul style="list-style-type: none"> • Respond to and resolve parental queries/concerns – maintaining excellent communication with parents throughout • Be the first point of contact for parents coming into school with concerns and queries around behaviour and emotional health. • To understand the requirements of the data protection act and other legislation to ensure that the confidentiality of records and information is maintained. <p>Attendance:</p> <ul style="list-style-type: none"> • To work closely with the school's Attendance Officer, Heads of Year and SLT member responsible for attendance, with particular emphasis on vulnerable students. • To record absences and lateness in line with school policy <p>Student records:</p> <ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning students on the School Information Management System and other relevant recording systems, including filing items where necessary. <p>School community:</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage students to follow this example. • To assist the SLT and teaching staff in school management of behaviour. <p>Additional duties:</p> <ul style="list-style-type: none"> • To work as part of a team supporting other Student Support Assistants as appropriate. • To be part of the duty rota as required. <p>Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms</p>
Generic Responsibilities:	<ul style="list-style-type: none"> • Contribute to and support the school ethos and represent the school in a welcoming and professional manner at all times. • To support the effective running of the school on a day-to-day basis. • To comply with the requirements of all EMET and school policies. • To be responsible for your own professional development and attend training where required. • Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
Liaising with:	Students, parents, HOY, SLT, teaching and relevant non-teaching support staff and external agencies as required.

Person Specification					
<p>Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview.</p> <p>Applicants should be able to <u>demonstrate</u> how they <u>meet the core criteria</u> relevant to the post:</p>					
E= Essential D= Desirable A= Application I= Interview	✓	Criteria Type		Identified By	
		E	D	A	I
Experience					
1.1. Significant experience working in a pastoral role in a secondary school	✓			✓	✓
1.2. Experience of working with parents, students and teachers to resolve pastoral issues	✓			✓	✓
1.3. An understanding of the support that external agencies can provide the school in its work with vulnerable youngsters	✓				✓
1.4. Successful experience of working with vulnerable secondary age students to remove obstacles to their attendance, enjoyment and success	✓			✓	✓
Qualifications, Training & CPD					
1.5. Designated Safeguarding Lead training and Working Together to Safeguard Children			✓	✓	✓
1.6. Successful completion of safeguarding training			✓	✓	✓
1.7. Recent training or sound knowledge of school-based software including one or more of: SIMS; Excel; Parentpay; Classcharts;			✓	✓	✓
Knowledge & Skills					
1.8. An understanding of strategies that can be used to remove obstacles to behaviour, attendance and welfare	✓			✓	✓
1.9. The ability to de-escalate situations with parents, carers, students and staff	✓				✓
1.10. An understanding of how to collect and use data in order to target work to remove obstacles to students making progress			✓		✓
1.11. An absolute passion for ensuring that vulnerable students attend, enjoy and succeed at school	✓			✓	✓
Personal Qualities & Attributes					
1.12. Ability to develop positive working relationships	✓			✓	✓
1.13. Personable and friendly manner, willing and helpful	✓				✓
1.14. Strong commitment to personal development through CPD	✓				✓

In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:

Committed to safeguarding and promoting the welfare of children

Ability to relate well to children and young people

Ability to work effectively in a team and relate to all people

Ability to stay focused whilst being able to problem solve and use own initiative as appropriate

Ability to organise, prioritise and complete tasks efficiently and effectively

Good literacy and numeracy skills

Ability to communicate effectively and to impart clearly knowledge for the benefit of others

Flexible, adaptable and professional approach to work

Openness to new ideas

Punctual, reliable and an ability to keep to deadlines

Ability to maintain confidentiality

We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.

Signed:.....Staff

Date:.....