



North Halifax Grammar School Academy Trust

Student Support Job Description

Salary	NJC Scale 4 Point 7 – 11 (from 1st April 2019) £13,804 to £14,942 pro rata per annum
Hours of work	30 hours per week, term time plus 3 days
Tenure	Permanent
Responsible to	Vice Principals

Main Purpose of the Role:

- To provide support to teachers in the management and learning of the students.
- To supervise whole classes during short-term absences of teachers, helping to facilitate learning.
- To support individuals and groups of students to enable access to learning. This could include students with additional needs.
- To keep accurate and appropriate records in respect of students with additional needs in the format agreed with the SENDCo.
- To act as an examination invigilator, when required.
- To provide administrative support for the Academy when not required for cover for classes, individuals or invigilation.
- To contribute to the overall work and ethos of North Halifax Grammar School.
- To respect the confidentiality of the Academy and its students.

Key Responsibilities for supervision of students:

- To register and record student attendance.
- To liaise with the School Organisation Manager about cover work, in advance of lessons where appropriate.
- To instruct students regarding the work left by their teacher.
- To promote inclusion and acceptance of all students in the classroom.
- To manage the classroom by:
 - enabling orderly entrance and exit of the classroom;
 - creating a calm and purposeful environment for students to work in;
 - providing necessary resources in the classroom including support in using basic ICT; and
 - leaving the classroom presentable and ready for the next lesson.
- To follow Academy systems and procedures on Behaviour for Learning and reporting any issues arising in line with procedure.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To be aware of any students' specific needs as identified in IEPs.



Key Responsibilities for support of an individual student:

- To assist and enable students with additional needs in following programmes and activities designed by teachers and/or members of appropriate support agencies/services.
- To encourage those with additional needs to interact with each other and to engage in activities led by teachers or Student Support.
- To encourage students to act independently as appropriate.
- To be responsible, when appropriate, for the mobility, medical and hygiene needs of the students.
- To support the annual review process when required, to include written comments.
- Provide input to the PLP/IBP/IEP or other designated plan as and when required.
- To liaise with teaching staff regarding student progression.
- To maintain written/electronic records of interventions.
- To be responsible for the supervision of students at break and lunchtime as directed by the SEND management.

Key Responsibilities for support of the Academy:

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To assist with the invigilation and support for students in any examinations as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To accompany teaching staff and students on visits, trips and out-of-school activities as required.
- To provide administration support to the Academy as directed by your Line Manager.

Note:

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school, as may reasonably be required.



Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> GCSE English and Maths at Grade C or above. 	<ul style="list-style-type: none"> Evidence of commitment to continuing professional development. A willingness to develop new skills.
Experience	<ul style="list-style-type: none"> Working with or in an environment with young people. 	<ul style="list-style-type: none"> Experience of building relationships with young people and encouraging the development of a 'can do' attitude. Working within a secondary school or academy. Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
Knowledge & Skills	<ul style="list-style-type: none"> The ability to be calm and patient whilst working with students as a whole class or on a 1:1. Good communication skills, both verbal and written. The ability to react in a positive manner to difficult situations which may arise amongst students. 	
Personal Attributes	<ul style="list-style-type: none"> Ability to work constructively as part of a team and as an individual. Adaptability. Well organised. Ability to prioritise. Initiative. Flexibility. Professional and responsive attitude and behaviour towards colleagues, students and external agencies. Ability to motivate and develop self. A commitment to safeguarding and promoting the welfare of children and young people. A commitment to the Academy Trust's vision, values, aims and its objectives. Understand and respect the principles of confidentiality. 	