



Ashlyns School: Role Description Support Staff

Title of Post	Student Support Worker
Grade	H6 + Fringe Allowance
Reporting to	Assistant Headteacher
Date	September 2022
Time/Hours	19.5 hours per week (term time)

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Purpose of Post

- To support pupils experiencing or at risk of social, emotional, behavioural and mental health difficulties in school
- To work with identified individuals and small groups to overcome barriers to wellbeing and learning
- To offer strategies, support and advice as appropriate to staff, parents and other professionals

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to:

- support the aims and ethos of the school as defined in the school prospectus
- take responsibility for personal development making full use of the school's professional development opportunities and training
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- set a good example in terms of professional dress and appearance, punctuality and attendance

- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder

- 1:1 and small group work with students with social, emotional, behavioural or mental health problems using Protective Behaviours (PB) and techniques such as Cognitive Behavioural Therapy (CBT) approaches, coaching and counselling skills
- Assessment of referred students and planning of personalised intervention including positive pro-social behaviour strategies
- Collecting pre and post intervention data to evaluate impact of support
- Working collaboratively with relevant staff to support students on caseload
- Planning and delivery of rolling programmes of exam preparation and PB group work
- Supporting HoYs with parent meetings of caseload students and attendance at TAF meetings
- Hold a caseload and support young people in the context of Ashlyns School, working with individuals, groups, parents and other professionals
- Devise, develop and deliver programmes of support for identified children
- Build positive relationships with vulnerable children
- Contribute to the work of the school in:
 - developing a range of appropriate strategies in relation to the individual/young people at risk
 - developing in young people positive attitudes towards themselves, others and their learning
 - keeping formative and summative records of work carried out
 - building capacity for therapeutic support services
- Evaluation of support and collation of evidence demonstrating impact

Person Specification

	Essential	Desirable
Qualifications		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications		X
3. Intermediate ICT training in Microsoft/Google suite programmes		X
Experience		
4. Experience of a mentoring role in an education context		X
5. Experience of running effective administrative and clerical systems		X
6. Experience of using School Information Management System (SIMS) or similar		X
7. Working with children, young people, parents and families preferably within an education context		X
8. Working as a part of a team, as well as on your own initiative	X	
9. Experience of managing a team		X
10. Trained in and experience of delivering Protective Behaviours (PB) programme (NB this training can be facilitated by the school if necessary)		X
Knowledge		
11. Knowledge of school systems and procedures		X
12. Demonstrate an understanding of issues linked to confidentiality and demonstrate high moral standards	X	
Skills		
13. Ability to communicate effectively both orally and in writing	X	
14. Ability to prioritise and meet tight deadlines	X	
15. Excellent attention to detail	X	
16. Excellent telephone manner	X	
17. Ability to use IT systems effectively to produce reports and record information	X	
18. Demonstrate an ability to cope with stressful/conflict situations	X	
19. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
20. The flexibility to adapt to changing workload demands and new school challenges	X	
21. Personal commitment to continuous self-development	X	
Personal Qualities		
22. Good role model	X	
23. Strong interpersonal skills	X	
24. Energetic, creative and enthusiastic	X	
25. Co-operative, flexible and responsible	X	
26. Able to prioritise and work under own initiative	X	
27. Reliable, well organised and committed to high standards	X	
28. Accurate with a good eye for detail	X	
29. Able to maintain confidentiality	X	