

Role Profile

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Job Title	Student Support Assistant	Job No. (Office Use)		Salary Range	Grade C/SCP 5
Reports to (Job Title)	Behaviour and Inclusion Manager		Location		UTC Plymouth
DBS check required	Enhanced DBS check required				
Job Purpose	<ul style="list-style-type: none">To be a member of the Inclusion Team and support with Reset and On-Call student services.				
Decision Making	<ul style="list-style-type: none">The job involves working within recognised procedures. The post holder will have access to a supervisor or manager for advice and guidance.				

Accountabilities	<ul style="list-style-type: none"> • Being a member of the On-call/Reset Team with a clear timetable • Understanding the on-call process • Ensuring a student's needs are met by applying a range of strategies to get them back into the classroom eg walk and talk, emotional support • Ensuring standards and expectations are met including punctuality • Logging students out of lessons • Supporting restorative conversations • Being part of the Reset Team • You will support improving punctuality and ensuring standards are met. • Fostering a sense of Belonging • Organising First aid/administering medication to students. • Undertake other duties as directed and commensurate with the grading of the role including during social time
Demands	<ul style="list-style-type: none"> • The post is predominantly Inclusion based with limited requirements for lifting and carrying files, boxes and other general office items as well as standing and walking within the school environment.
Working Conditions	<ul style="list-style-type: none"> • The role is mainly Reset and being on call with exposure to the general background noise of the school environment.
Experience, Knowledge and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • First Aid / Medication Administration trained or willingness to do training. • GCSE Mathematics and English – Grade C and above. • Flexible approach to work as role will be varied. • Excellent customer service and interpersonal skills. • Good organisational skills.

	<ul style="list-style-type: none"> • Have good verbal and written communication skills to exchange information with a range of audiences (e.g. staff, pupils, parents, visitors and others) • Ability to work within a team and under your own initiative. • Using judgement when interpreting and resolving problems. • Have good keyboard and IT skills including proficiency in the use of Google and/or Microsoft software. <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience of working in a school environment. • Use of CPOMS and Arbor (full training will be given)
Corporate Standards	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures. • Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.