



# LODE HEATH SCHOOL

*Proud members of Arden Multi Academy Trust*



## JOB DESCRIPTION

<b>Post Title</b>	Student Support Assistant	<b>Salary Grade</b>	C
<b>Location</b>	Lode Heath School	<b>Salary Range</b>	8-14
<b>Department</b>	Student Support Team	<b>Weeks</b>	39 weeks (term time + INSET)
<b>Responsible to</b>	Student Support Leader Director of Pastoral care Deputy Headteacher Headteacher	<b>Hours</b>	37 hours (full time)

### JOB PURPOSE

Provide support to the wider student support team under the direction of senior pastoral staff and the Headteacher to:

- **Support students in their academic, emotional and pastoral needs, promoting positive behaviour and attitudes to learning within the School**
- Ensure a rigorous approach towards the commitment to protect and nurture students at Lode Heath School in keeping with agreed child protection, safeguarding, attendance and pastoral care policies.
- Establish effective working relationships with students and families, acting as a role model, setting high expectations, creating a positive ethos and fostering productive home-school links
- Demonstrate professional characteristics at all times with all stakeholders, outside agencies, colleagues, students and parents.
- Work effectively with all stakeholders and members of the community to ensure the physical and emotional wellbeing of all students.
- Contribute effectively to Lode Heath School's continuous improvement and actively support the values and aims of the school

### WORK PERFORMED

- Contribute to and support the work of the wider team to ensure effective and efficient provision for our students
- To ensure an up-to-date knowledge of attendance, safeguarding, behaviour and all pastoral care policies and comply with their implementation
- Ensure a smooth turnover of students within student support, and sign posting where necessary, so that lesson time is maximised.
- Liaise with staff, parents/ carers and outside agencies to ensure effective communication and attend any meetings that are appropriate/ necessary with the aim of ensuring the safety, academic development and emotional/physical wellbeing of the school's young people
- Participate in a rota to staff various aspects of pastoral teamwork. This includes (but is not limited to): managing 'student alerts'; first aid & medical provision; on-call; and detention administration.
- Provide First Aid – training provided
- Provide support in the preparation, set up and delivery of whole school events such as: parent/ career evenings and new intake events. This will require flexible working hours on occasion.
- Keep accurate and timely records in accordance with school systems

- Lead on the allocation of student lockers
- Manage the school uniform stock, distributing to students as necessary
- To take collective responsibility for positive behaviour and attitudes around school. This includes challenging poor behaviour and attitudes and rewarding positive ones, and implementing the school's behaviour and recognition policies
- Attend appropriate professional development or training needed relevant to this role and ensure knowledge is up to date.
- Any other appropriate and reasonable duties that may be required at the request of the Headteacher.
- Attend regular team meetings, briefings and others as required

## **PEOPLE RESPONSIBILITIES**

N/A

## **SAFEGUARDING RESPONSIBILITIES**

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with.

## **TRAINING AND DEVELOPMENT**

The School is committed to personal and organisational development of the individual. The post holder will be encouraged to contribute to identify and meet job related development needs.

## **FINANCIAL RESPONSIBILITIES**

N/A

## **BUILDINGS AND EQUIPMENT RESPONSIBILITIES**

N/A

## **SPECIAL CONDITIONS OF EMPLOYMENT**

- The School operates a 'No-Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

## **GDPR & DATA PROTECTION**

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit [www.lodeheathschool.co.uk/gdpr](http://www.lodeheathschool.co.uk/gdpr).

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Job description reviewed by: L Suddon**

**Date: February 2024**