**TRELOAR TRUST**

##### JOB DESCRIPTION

# POST: Lead Student Support Assistant

# LOCATION: School

**RESPONSIBLE TO:** Class Teacher

**JOB PURPOSE:** To be the lead SSA within the class group.

**RESPONSIBILITIES:**

* To be the nominated SSA to act up in the absence of a teacher due to sickness or training etc.
* To act as a mentor and support to other SSAs in the group, as appropriate to need/experience
* To work alongside the form tutor in ensuring effective communication across the MD team
* To support the form tutor in noting student appointments and support student organisation to attend
* To support the class teacher in registering the attendance of students in lessons
* To support the form tutor in ensuring effective communication between school and parents

**KEY TASKS**

Classroom

1. Preparation of materials for all lessons and clearing up afterwards e.g. Photocopying, laminating, assisting with classroom displays and preparing teaching materials
2. Helping “set up” students with a range of computer equipment
3. Assisting with Therapy programmes.
4. Working alongside the Therapists to encourage students to effectively access the whole curriculum
5. Guiding students in carrying out the work set by the teacher (this may be as the person in charge of a small group with no teacher present)
6. Helping with maintenance of teaching aids and equipment in classrooms
7. There is a requirement for SSAs to scribe or invigilate during examinations up to GCSE or A’ level standard
8. Support Teachers/Tutors in maintaining good records of student progress

Care Support Duties

1. To encourage the students to do as much as possible for themselves by guiding them and showing them what to do when necessary
2. Helping students in all aspects of daily living including washing, dressing, bathing, showering and after toilet hygiene.
3. Implement the individual Young Persons plans
4. Assist students with their nutritional requirements, e.g. serving meals, assisting with feeding, preparing drinks, meals and snacks.
5. Assisting in changing students and participating in PE and Swimming. (Personal circumstances will be considered)
6. To assist students to achieve their ILP/IEP goals
7. To keep robust records in line with regulatory requirements
8. To help implement all aspects of individual care plans, including the administering of drugs and medication, in line with required Trust policy and procedure

Trips/Visits

1. Assisting with outings that are taking groups or individual students off site

Other duties

1. To support the Trust in safeguarding and protecting the welfare of all students.
2. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
3. To maintain and develop own professional knowledge and awareness.
4. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
5. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
6. This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust

HR Department

 October 2019

**Person Specification – Lead Student Support Assistant**

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| **MINIMUM** | **DESIRABLE** |
| Qualifications:1. Good standard of General Education including evidence of GCSE English and Maths at grade C or above (or equivalent).
2. Hold a relevant level 3 (or must start it as a condition of getting the job and complete it within an agreed timeframe) - This will usually be the STL 3 or the SEN L3, but may be an alternative appropriate Level 3 (or 4) which is teaching related to be determined by the Deputy Head of School or College or the Assistant Head of School
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| **Skills and Knowledge:**1. Ability to act as role model to other SSAs in terms of supporting student learning and promoting student independence
2. Ability to work effectively with a wide range of people
3. Basic computing knowledge e.g. Microsoft Word
4. Good written and verbal communication skills
5. Able to understand or to develop an understanding of the needs of children/young adults with a disability
6. A willingness to support the students in developing independence skills and self advocacy
7. Able to work under pressure
8. Able to work as part of a multi-disciplinary team
9. Must be able to show initiative
10. Ability to stand back from a situation and let a student try something for themselves
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| **Experience:**1. Minimum of 2 years’ experience as an SSA/LSA
2. Previous experience of working in a caring environment and/or with people with a learning difficulty or disability
 | 1. Working with students with SEND
2. As a lead or equivalent
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| **Personal qualities:**1. A commitment to promoting and

safeguarding the welfare of students1. A positive and professional attitude
2. Punctual
3. Reliable
4. To be able to provide personal care relevant to the students needs
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| **Physical Requirements** 1. Ability to ensure students comfort and to assist with transfers
2. Must be able to cope with the physical demands of the job
3. Pushing wheelchairs and standing frames
4. Constant standing/walking
5. Assist students with walking, sitting and other activities of daily living
6. Moving and handling of students by means of mechanical aids
7. Manual Handling requirements within MH guidelines
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| Treloar Trust is committed to safeguarding children, young people and vulnerable adultsAll successful candidates will be subject to a relevant Disclosure and Barring Service (DBS) checks along with other relevant employment checks |

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

**FURTHER INFORMATION**