

# TRELOAR TRUST

## JOB DESCRIPTION

**Post:** Evening Student Support Assistant

**Location:** Holybourne Site

**Responsible to:** Residential Manager

### **Main Purpose of Job:**

Work in a complex and changeable environment where you will be required to use your skills and training to proactively work with students who can present with a variety of care, support and educational needs. Student Support Assistants (SSAs) work under the direction of the Residential Manager and delegated senior staff to support students in line with the details of their care and transition plans.

### **KEY TASKS**

#### Care Support Duties

- To support students with their social, emotional and educational development in line their identified goals as defined in their Education, Health and Care Plans (EHCP) to include the organisation of and participation in group and individual activities
- To help implement all aspects of young person's plans and follow agreed ways of working, (including the administering or supporting with administering of medications), in-line with required Trust policy and procedure
- To support the students in developing their independence skills as much as possible
- Assisting students in all aspects of daily living which could include washing, dressing, bathing, showering and toilet hygiene
- Assist students to meet their nutritional requirements, e.g. by serving meals, assisting with feeding, preparing drinks, meals and snacks
- To enthusiastically lead and assist students with a wide range of activities throughout their evening to reflect their individual needs
- To keep detailed records (including those kept electronically) in line with Treloar procedures and regulatory requirements.

#### Trips/Visits

- Assisting with outings where groups or individual students leave the site.

#### Other duties

- To support the Trust in safeguarding and protecting the welfare of all students
- 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
- To maintain and develop own professional knowledge and awareness
- 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
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post
- This job description will be reviewed and amended in the light of changing professional demands.

**Treloar Trust HR Department**

**Sept 2016**

## Person Specification – Student Support Assistant

MINIMUM	DESIRABLE
<p><b>Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Good standard of General Education including evidence of GCSE English and Maths at grade C or above (or equivalent)</li> <li>2. Hold (or be prepared to work towards) a relevant Level 2 or 3 qualification e.g. Health and Social Care, Children and Young People's Workforce Development, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent).</li> </ol>	<ol style="list-style-type: none"> <li>1. Level 2 or 3 qualification in Health and Social Care, Children and Young People's Workforce Development, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent)</li> <li>2. CIEH level 2 Award H&amp;S in the Workplace Qualification</li> <li>3. Level 2 IT Qualification (or be prepared to work towards).</li> </ol>
<p><b>Skills and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Basic computing knowledge e.g. Microsoft Word</li> <li>2. Good written and verbal communication skills</li> <li>3. Able to understand or to develop an understanding of the needs of children/young adults with a disability</li> <li>4. A willingness to support the students in developing independence skills and self-advocacy</li> <li>5. Able to work under pressure</li> <li>6. Able to work as part of a multi-disciplinary team</li> <li>7. Must be able to show initiative</li> <li>8. Ability to stand back from a situation and let a student try something for themselves.</li> </ol>	
<p><b>Experience</b></p>	<ol style="list-style-type: none"> <li>1. Experience of working in a classroom or with students with special needs.</li> <li>2. Previous experience of working in a caring environment and/or with people with a learning difficulty or disability.</li> </ol>
<p><b>Personal qualities</b></p> <ol style="list-style-type: none"> <li>1. A commitment to promoting and safeguarding the welfare of students</li> <li>2. Willingness and ability to undertake work related training and utilize new skills and knowledge to enable improved support</li> <li>3. To be able to provide personal care relevant to the students' needs</li> <li>4. Willing to work a flexible rota including a minimum of 2 evenings per week.</li> </ol>	
<p><b>Physical requirements</b></p> <ol style="list-style-type: none"> <li>1. Ability to ensure students comfort and to assist with transfers</li> <li>2. Must be able to cope with the physical demands of the job</li> <li>3. Pushing wheelchairs and standing frames</li> <li>4. Constant standing/walking</li> <li>5. Assist students with walking, sitting and other activities of daily living</li> <li>6. Moving and handling of students by means of mechanical aids</li> <li>7. Manual Handling requirements within MH guidelines</li> </ol>	
<p><u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u></p>	
<p>All successful candidates will be subject to a Disclosure &amp; Barring Service Check along with other relevant employment checks</p>	

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