

## TRELOAR TRUST

### JOB DESCRIPTION

**Post:** Student Support Assistant

**Location:** Holybourne Site

**Responsible to:** Student Support Assistant Team Leader or Residential Manager

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

Student Support Assistants (SSAs) work under the direction of Residential Manager and teacher/tutor and their main purpose is to assist students with all aspects of their education and daily living.

#### **KEY TASKS**

##### **Residential Support Duties**

- To carry out all aspects of detailed individual care plans, (Young Persons Plans) this includes providing personal care, support with meals and nutritional requirements, support with moving and positioning, communication, emotional and social needs.
- To be responsible for reading, understanding and following all relevant information for each student
- You will be trained and supported by registered Nurses to carry out specific delegated clinical skills, to meet our students' individual needs. This will regularly include medication and gastrostomy feeds; less commonly this will include skills such as non-invasive ventilation, suction, diabetes monitoring. Some of these are advanced clinical skills which you will be remunerated for accordingly
- To encourage the students to be as independent as possible, which will include supporting decision making and directing skills
- To assist students to achieve their Individual Learning Plan /Individual Education Plan goals
- To pro-actively work as part of the residential team
- To participate and support students to be involved in social activities.
- To keep robust computerised records in line with regulatory requirements, of all support provided

##### **Off-Site Support**

- Assisting with outings that are taking groups or individual students off site - ensuring all care needs are met and risk assessments are followed
- Supporting student's to attend medical appointments and during hospital admissions

##### **Classroom**

Professional values and attributes:

- Contribute to building and maintaining positive successful relationships with colleagues and students
- Demonstrate and promote the positive attitudes, values and behaviour that we expect of our students at Treloar's.
- Promote a philosophy of lifelong learning and intellectual curiosity.
- Respect and promote the individual views and wishes of our students enabling them to have the right to control their lives and have an understanding of their responsibilities.

### **Professional knowledge and understanding:**

- Working in partnership with leaders and managers demonstrate a commitment to relevant continual professional development to improve personal effectiveness.
- Demonstrate a commitment to developing a level of subject and curriculum knowledge relevant to your role.
- Demonstrate a commitment to developing your knowledge of how to support a student with their care and personal routines.

### **Professional skills:**

- Support colleagues to deliver inspiring, motivating and aspirational teaching and learning activities.
- Support colleagues to deliver outstanding care ensuring that students enjoy dignity compassion and respect at all times and in all aspects of their lives.
- Contribute to effective assessment of students' progress to inform planning to enable our students to achieve their goals.
- Actively support our students to access technology to enhance their lives, develop their independence, offer their ideas and express their opinions.
- Support our students to make choices, have a voice, build their self-esteem and develop their independence and self-advocacy.
- Work collaboratively with the multi-disciplinary team and other professionals, parents and carers recognising and respecting their roles in supporting our learners.
- Communicate and share knowledge and understanding of learners' changing needs to the members of the multidisciplinary team.
- Encourage our students to love the challenge of learning and nurture their capacity to cope with, and learn from their mistakes.
- Positively promote the development of English and Maths for all our learners across the curriculum with guidance from tutors/teachers and the multidisciplinary team.
- Contribute to maintaining accurate records which support the health and well-being of our students.
- Working with others, contribute to quality improvement across the organisation.

### **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  
January 2022**

**Person Specification – Student Support Assistant**

<b>MINIMUM</b>	<b>DESIRABLE</b>
<p><b>Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Hold (or be prepared to work towards) a relevant Level 3 qualification if required.</li> <li>2. Hold level 2 or GCSE English and Maths at grade C/Level 2 or above (or equivalent)</li> </ol>	<ul style="list-style-type: none"> <li>• Level 2 or 3 qualification in Health and Social Care, Healthcare Support, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent)</li> <li>• CIEH level 2 Award H &amp; S in the Workplace Qualification</li> </ul>
<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 understand or to develop an understanding of the need to maintain and respect confidentiality</li> <li>7. Able to work as part of a multi-disciplinary team</li> <li>8. Must be able to show initiative</li> </ol>	
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Previous experience of working in a caring environment and/or with people with a learning difficulty or disability</li> <li>• Experience of working in a classroom or with students with special needs.</li> </ul>
<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. Willing to work a flexible rota, to include alternate weekends Prepared to attend training courses, some of which will be outside normal working hours</li> </ol>	
<p><b>Physical requirements</b></p> <ol style="list-style-type: none"> <li>1. Ability to provide physical support for each student in line with their care plan – which will include moving and positioning, support with assisted transfers, pushing wheelchairs</li> <li>2. Moving and positioning of students by means of mechanical aids</li> </ol>	
<p><u>TRELOAR TRUST IS COMMITTED</u>  <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u>            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.**

If you have not heard from us within 3 weeks of the closing date please assume you have been unsuccessful at this time.