

## TRELOAR TRUST

### JOB DESCRIPTION

**Post:** Classroom Based Student Support Assistant

**Location:** Holybourne Site

**Responsible to:** School Teacher / College Tutor/

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

Classroom Based Student Support Assistants (SSAs) to work under the direction of teacher/tutor to implement work programmes with individuals/groups, in or out of the classroom to help promote a philosophy of lifelong learning and intellectual curiosity.

#### **Classroom**

##### ***Supporting the development of readiness for learning:***

- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Support our students to make choices, have a voice, build their self-esteem and develop their independence and self-advocacy.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Demonstrate and promote the positive attitudes, values and behaviour that we expect of our students at Treloar's.
- Enable the student to demonstrate their potential in class to the fullest extent.

##### ***Supporting the delivery of teaching and learning:***

- Support colleagues to plan, resource and deliver inspiring, motivating and aspirational teaching and learning activities.
- Work with the teacher to establish an appropriate learning environment
- Positively promote the development of English and Maths for all our learners across the curriculum with guidance from tutors/teachers and the multidisciplinary team.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Support the teacher/ tutor to promote the educational progress of the student(s) in the allocated class/ pathway
- Contribute to effective assessment of students' progress to inform planning to enable our students to achieve their goals.
- Provide feedback to pupils in relation to progress and achievement
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Work collaboratively with the multi-disciplinary team and other professionals, parents and carers recognising and respecting their roles in supporting our learners.

##### ***Supporting access to learning:***

- Actively support our students to access technology to enhance their lives, develop their independence, offer their ideas and express their opinions.

### **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
- To encourage the students to be as independent as possible, which will include supporting decision making and directing skills
- To keep robust computerised records in line with regulatory requirements, of all support provided
- Support colleagues to deliver outstanding care ensuring that students enjoy dignity compassion and respect at all times and in all aspects of their lives.

### **Off-Site Support and extra curricular**

- 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
- To support student's access and engagement with Swimming
- To help promote students engagement in extra curricular activities

### **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  
June 2024**

### 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 Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent),</li> <li>•</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 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 classroom / care environment and/or with people with a learning difficulty or disability</li> <li>• Experience of working 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><b>TRELOAR TRUST IS COMMITTED<br/>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</b><br/>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.