JOB DESCRIPTION

STUDENT SUPPORT WORKER

Job Title: Student Support Worker
Responsible to: Deputy Head Teacher

Key Internal Contacts:
- Other staff within the education team
- Staff in other departments within the College
- Staff in other Centres in the Region
- Central Office Staff

Key External Contacts:
- Service User relatives, advocates and others
- Placing Authorities and Service Providers
- Registration, Regulatory and Inspection bodies
- Local Services – Statutory, Voluntary and Community Neighbours

JOB PURPOSE

To support student development under the direction of the relevant line manager by contributing to the students’ educational, social, emotional and developmental curriculum and participating in its delivery as part of the wider staff team. To provide a high quality education support service to students in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body.

KEY TASK AREAS AND RESPONSIBILITIES

Service Users (as defined by the relevant service e.g. Young People/Young Adult/Students)

- To provide a continuity and consistency of support to the relevant line manager facilitating student access to and progress in any educational, social, therapy or developmental programmes as relevant

- To follow and act upon behaviour management guidelines, advice and programmes in line with the philosophy and reinforcement of the Positive Behaviour Policy

- To provide students with encouragement or reassurance and when necessary, to support the management of those students who may be aggressive, distressed or disruptive, in accordance with skills and training

- Work with and manage challenging behaviour, enabling students to develop from needing external control, to developing self control

- To lead an participate in various recreational, educational and social activities and to accompany students either to other areas of the site or off-site for scheduled activities

- To supervise students during break times

- To support the class teacher/instructor in order to ensure the delivery and support of a high quality education with individuals or groups as directed by the line manager or other senior staff members

- To support the class teacher and/or instructor to ensure that all relevant education policies and procedures are implemented in full

- To provide relevant and appropriate support to students, on an individual or group basis, in order to enable them to access the curriculum as independently as possible

- To promote, in line with Company policies, the physical, educational and moral development of the students

- To support the teacher/instructor to write, update, implement and evaluate documentation relating to the individual student. This could include general reports, behaviour support planning, individual Risk
Assessment, Individual Education Plan, Communication Profile, and Pastoral Support Plan as required and appropriate.

- To work collaboratively with the class teacher and/or other staff to adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site
- To contribute as a member of the College’s multi-professional team, ensuring good working relationships with colleagues
- To contribute to and help implement developments that relate to the School Development Plan
- To maintain regular communication both informally, during allocated ‘handover’ periods and in meeting times, regarding the students’ behaviour and progress.
- To assist with assessing, planning and progress reviews; make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body
- Safeguard students and ensure their safety and wellbeing
- To attend appropriate in-service training as required by the job role
- To attend and pass relevant medication courses, e.g. diabetes management and First Aid, as identified and consequently apply this knowledge and administer medication when required by students
- To work in any area of the College or to transfer between areas as requested by the line manager.

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remediying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the College as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required
# PERSON SPECIFICATION
## STUDENT SUPPORT WORKER

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<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Experience of work with students/ young people with social, emotional or</td>
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<td>✓</td>
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<td>behavioural issues</td>
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<tr>
<td>Experience of work within an education/ residential setting</td>
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## Skills, Knowledge and Aptitudes

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<th>Essential</th>
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<tr>
<td>Ability to work independently and as part of a team</td>
<td>✓</td>
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<td>Effective communication skills, verbal and written</td>
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<td>Ability to record information accurately</td>
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<td>Good organisational skills</td>
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<td>Ability to deal with complex and challenging behaviour</td>
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<td>Ability to demonstrate empathy</td>
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<td>Basic IT skills</td>
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## Qualifications and Training

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<tr>
<td>Willingness to work towards further qualifications as required</td>
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<td>Undertake relevant group induction training on commencement</td>
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## Other

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<tr>
<td>Commitment to the values of the organisation</td>
<td>✓</td>
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<td>Driving licence</td>
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<td>✓</td>
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