



## **Student Support Assistant** Recruitment Information

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## Student Support Assistant

Immediate start (22.50 hours per week over 3 days – term time only + 5 INSET days)

We are seeking to appoint an energetic and enthusiastic individual to join our team.

To be considered for the position you should demonstrate:

- Energy, enthusiasm and vision
- A commitment to improving the lives of young people
- A commitment to being part of the pastoral team and strive for excellence
- The ability to make inclusion a reality for all students
- The ability to forge strong working relationships with all key stakeholders

If you would enjoy working with young people aged 11-16 years we would very much like to hear from you.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (March 2017) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to [vacancies@emmbrook.wokingham.sch.uk](mailto:vacancies@emmbrook.wokingham.sch.uk) to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

**Closing date for applications: 9am on 10<sup>th</sup> October 2023** (although we reserve the right to interview candidates ahead of the closing date).

## Student Support Assistant

### Job Description

<b>Job Title</b>	Student Support Assistant
<b>Salary</b>	Grade 3 Scp 5 - 6 Actual salary £11,222 - £11,426

### Job Purpose

- To support and mentor key students to engage fully with school life
- To support in the day to day running of interventions in Student Support
- To liaise with the Student Support team to provide intervention in a range of classroom settings, including working with individuals and small groups.
- To record and track sessions relating to the effectiveness of the provision.
- Feed into a regular report outlining the use and impact of Student Support.

### Line Management

Responsible to: SENCO

Liaison with: Student Support team, school staff and students.

*The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.*

*This job description may be subject to review, after consultation, at the request of the Headteacher.*

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<b>Main Duties &amp; Responsibilities</b>	
<b>General Accountabilities</b>	<p>In consultation with Student Support team, assist students in short term interventions that support their learning and/or emotional wellbeing.</p> <p>To act as a mentor/advocate for key students.</p> <p>To provide feedback to SENCO and Year Leaders with respect to each individual's engagement in the alternative provision and/or intervention.</p>
<b>Interventions</b>	<p>Mentoring students on a regular one to one basis to offer emotional support.</p> <p>Assist and contribute to the delivery of learning activities and alternative provision in Student Support for key students.</p> <p>Promote independent learning and students re-integrating into mainstream lessons.</p> <p>To liaise with the SENCO about monitoring and evaluation of alternative curriculum and interventions.</p>
<b>General Duties</b>	<p>To follow statutory guidance and school policies including child protection and safeguarding.</p> <p>To work with the Student Support team to ensure students are emotionally supported and prepared for learning in a safe environment.</p> <p>To contribute to effective team practice and contribute to the development of the team and Student Support.</p> <p>Prepare and maintain a safe environment in Student Support.</p> <p>To act as a positive role model.</p>

## Student Support Assistant

### Person Specification

Student Support Assistant		Essential	Desirable
Knowledge & Qualifications:	Have qualifications in English and Mathematics equivalent to at least Level 2 of the National Qualifications Framework	✓	
	To be a qualified teacher		✓
	To have led intervention programs for both Maths and English at KS2 or above		✓
	Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these		✓
	Able to use ICT tools for your own and students' benefit	✓	
	High level of accuracy and time management skills	✓	
	Know how to establish effective working relationships with young people	✓	
	Ability to demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils	✓	
	Qualified first aider		✓
	Excellent communication skills and interpersonal skills	✓	
	Experience of supporting young people		✓
	Ability to work within a team working environment and also able to work independently	✓	
Personal Qualities	Calm under pressure, adaptable and energetic	✓	
	A caring and positive attitude	✓	
	A good listener and sensitive to students' needs	✓	
	A sense of responsibility	✓	
	Able to maintain strict confidentiality	✓	
	Flexibility and use of initiative	✓	
	A good sense of humour	✓	