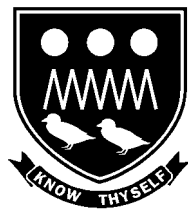


Harlington Upper School



Year Support Worker (Level 3)

Job Share

Harlington Upper School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records

Job Description: Year Support Worker (level 3)
Up to 16 hours per week – Wednesday and Thursday
(term time only + 5 school training days – pro rata)

JOB TITLE: Year Support Worker – Job Share

RESPONSIBLE TO: Head of Year and Deputy Headteacher

JOB PURPOSE: To provide day to day practical and welfare support for students

SALARY: NJC Level 3D £17,891 - £19,939
Actual salary for 16 hours per week TTO £6,707 - £7,475

Main duties and responsibilities:

Support for Students

Under the direction of the Head of Year

1. To implement the daily monitoring of student support functions for behaviour, attendance, achievement and progress and liaise with other stakeholders in line with school policies.
2. To provide proactive support and assistance for students with day to day school matters and so help them in achieving their educational, social and behavioural targets both in and outside the classroom.
3. To identify vulnerable or distressed students and provide practical and immediate support in line with school policies, particularly those relating to welfare and safeguarding.
4. To set a good example to students through own presentation, personal and professional conduct.

Support for Staff

Under the direction of the Head of Year

1. To support the behavioural management of groups and individuals, so that teaching objectives are met and best use is made of teaching time.
2. To support teachers in establishing and maintaining a purposeful working atmosphere and setting high expectations for students' behaviour.
3. To support the delivery and evaluation of students' progress towards achieving targets detailed in pastoral support and individual education plans.
4. To undertake investigation of specific behavioural incidents and to report findings accordingly.
5. On occasion, as directed by Deputy Head, to undertake pastoral and tutorial responsibilities for a group or class of pupils.

Support for the School

Under the direction of the Head of Year

1. To carry out student-focused roles as part of any agreed school procedures, particularly support for the welfare and behaviour management of students.
2. To carry out all duties in a manner that is consistent with the school's policies and procedures; sharing good practice with colleagues.
3. Provide practical and organisational day to day support for students, including (but not limited to) timetable clarification, basic administration and office tasks, lost property, transport, medication, punctuality, registration, illness, emotional distress and parental contact.
4. To assist in establishing good relationships with students, parents and carers and provide information about social and behavioural progress and targets.
5. To contribute, where appropriate, to extra-curricular activities in order to provide further opportunities for students' social and cultural development.
6. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
7. To invigilate examinations.
8. To supervise student detentions
9. To undertake tasks of a similar nature as directed by the Head of Year, Deputy Headteacher or Headteacher.
10. Supervise students excluded from lessons, as an alternative to formal exclusion from school.

Student Support Assistant – Person Specification

| Essential | Desirable |
|---|---|
| <i>Qualifications</i> | |
| Educated to GCSE level (or equivalent) with English and Maths at A* - C | |
| <i>Skills and Experience</i> | |
| Experience of working with young people | Experience in management student support role with knowledge of behaviour management strategies |
| Experience of working on own initiative and making decisions | Experience of working in an educational setting |
| Understanding of young people's emotional and educational needs | Experience of working with young people, their parents and outside agencies |
| <i>Personal Attributes</i> | |
| Ability to work effectively as a member of a team | Ability to use ICT for recording, monitoring and reporting |
| Good communication and interpersonal skills, with both students and adults | Energy and enthusiasm |
| Good attendance, punctuality and time management | |
| Good written communication skills and record keeping | Basic office skills including reception, filing, and ICT |
| Ability to take responsibility and work with autonomy within set boundaries | |

If you wish to apply, please complete an application form and submit a brief letter of application, outlining why you are a suitable candidate for this post.