

JOB DESCRIPTION

Job title	Additional Learning Support – Student Support Assistant
Grade	Grade B
Responsible to	Curriculum Leader, Additional Learning Support
Responsible for	To support learners with a range of additional learning difficulties/disabilities
Effective from	Jan 2025

SUMMIT LEARNING TRUST Mission Statement

Strength through Endeavour
Ambition through Challenge
Excellence through Diversity

Key Responsibilities:

The role is **flexible to the needs of individual learners but may include any of the following** (this is not exhaustive and support requirements will vary depending on a learner's particular needs):

- support learners in the classroom on a 1:1 or group basis as required
- reinforce, clarify, explain or break down instructions or tasks
- assist with organisation of files and folders and planning of tasks
- support learners with physical difficulties e.g. carrying bags to and from lessons; enabling learners to access lunch etc
- make adaptations to learning materials e.g. enlarging resources
- act as a reader, scribe, or in-class notetaker
- provide support as necessary outside of lesson, e.g. this can include offsite support during trips etc
- encourage and motivate learners to complete set work and become independent learners

- feedback and liaise with Additional Learning Curriculum Leader, Subject Teachers, Academic Coaches and others as necessary regarding the support needs of learners
- contribute towards the review process
- attend meetings of the Additional Learning Team as required
- keep full and complete records regarding all support
- monitoring and supervision of Additional Learning Support Resource Base
- to be responsible for Health and Safety within areas of own responsibility as laid out in the Health and Safety Policy
- to take part in the College Professional Development and Performance Review Scheme
- to be committed to the safeguarding and promotion of the welfare of children and vulnerable adults
- to actively promote Safeguarding, British Values and the College’s Preventing Vulnerability strategy
- to promote and comply with equality of opportunity as laid out in the College Equality information and objectives

Notes

- Undertake any other appropriate and reasonable activity as may be directed from time to time by the Principal.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	

Person Specification – Student Support Assistant

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of learners, colleagues and parents/carers.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ GCSE English & Maths at grade 4 or above or equivalent ▪ Educated to Level 3 or above or equivalent 	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent ▪ Qualification in SEND / learning support or equivalent ▪ Manual handling qualification or willingness to undertake training
Relevant Experience	<ul style="list-style-type: none"> ▪ Experience of and enthusiasm for providing support for others ▪ Willingness to undertake training especially regarding Medical Risk Assessment 	<ul style="list-style-type: none"> ▪ Experience of working within Additional Learning / Learning Support in the 16-19 sector ▪ Personal care experience
Skills and aptitudes	<ul style="list-style-type: none"> ▪ Understanding of the range of SEND and how they might impact on a young person's learning ▪ Good interpersonal skills with the ability to relate to and empathise with a broad spectrum of people from different backgrounds and cultures ▪ Ability to work effectively as part of a team and independently ▪ High level of job motivation in supporting others ▪ Ability to work effectively under pressure ▪ Ability to respond appropriately to challenging situations ▪ Ability to motivate, stretch and challenge young people 	<ul style="list-style-type: none"> ▪ Ability to contribute to the College's strategic vision, especially regarding attendance, retention and achievement strategies ▪ Good IT skills across a range of applications
Special Requirements	<ul style="list-style-type: none"> ▪ Enhanced DBS clearance ▪ Compliance with all Academy and Trust policies 	

	<ul style="list-style-type: none">▪ Committed to safeguarding and promoting the welfare and success of all learners▪ The implementation of equal opportunities practice.	
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Professional Services Colleagues

The following Generic Job Description is applicable to all Professional Services Colleagues and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

Raising Standards of Achievement

- To work as a whole to raise standards of achievement for all our learners.
- To adhere to the College's policies and practice.
- To promote the College's ethos in every aspect of the role presenting a positive image to the community.
- To act as a role model for our learners, promoting our vision and values.
- To work flexibly to support the College's needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College's Time Off In Lieu Policy.
- To undertake any reasonable task as directed by the Principal.
- To be proactive in suggesting and supporting change for the benefit of the College community.
- To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

Our Learners

- To be responsible for assisting with and monitoring the welfare, care and safety of learners e.g. acting as a learner mentor
- To take responsibility for reporting inappropriate behaviour while on site to relevant colleagues and dealing with incidents if able, appropriate and necessary.
- To note, share and celebrate learner achievement.
- To be aware of and work to achieving the College's Strategic Priorities.

Support, Training and Professional Development

- To participate in Briefing and Meetings as appropriate.
- To participate in training and colleague Development Days as appropriate.
- To participate in our Trust's Performance Management Programme.
- To make a full commitment to the delivery of the College's policies for Health and Safety and Equality and Diversity.
- To actively promote Safeguarding, British Values, Prevent and the College's Promoting Resilience: Preventing Vulnerability strategy.
- To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
- Training, support and assistance will be given, if and when needed, to help deal with learner control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.

Generic Professional Services