

Job Description

Job title	Student Support Assistant
Responsible to	Senior Leadership Team, Headteacher
Hours of work	7 hours per week , term time only
Type of Contract	Permanent
Salary	NJC Band E (Point 7-11) currently £26,403 - £28,142 (2025/2026) pro rota
Base	Chesterfield High School

Job Purpose
- To support and promote the development and learning of students with a variety of academic, physical, emotional, behavioural and social needs. - To assist teachers in providing a learning environment that enables all students to access the curriculum and learn to the best of their ability.

Role and responsibilities

1. Main duties and responsibilities
- To be proactive in matters relating to health, welfare and safety of students. - To work with individuals or groups of students, as directed by the Behaviour Improvement Manager and/or SENCO, to support learning across the whole curriculum (this will include the supervision of a classroom for periods of time). - To establish supportive, caring and secure relationships with students, promoting respect, self-esteem and a positive, inclusive whole school ethos. - To develop your own knowledge and understanding of specific academic, physical and emotional/behavioural/social needs of individuals and groups of students and respond to them effectively. - To assist the SENCO and Learning Support Department with literacy, numeracy and reading recovery work. - To support students with their literacy skills. - To help, support and motivate students, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved. - To provide welfare support to students, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required.
Supporting the school
- To support the aims, values and policies of the school, and participate in a team approach to all aspects of school life. - To attend and contribute to regular staff meetings and in service training. To identify areas of personal practice and experience to develop and share expertise to promote the development of colleagues.

To take appropriate responsibility for safeguarding and students' welfare, and to be aware of confidential issues linked to home/child/teacher/school & keep confidences appropriately.
Safeguarding
To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty. In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate. Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment. The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974
Health and Safety
The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.
Confidentiality and Data Protection
The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.
Equality and Diversity
Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development	
Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.	
Mobility	
The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions	
The post holder is also required to	
• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. • Be aware of and comply with all school policies. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay. • To promote equality, diversity and inclusion and demonstrate this within the role.	
• To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. • To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels. • To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.	
Endorsement	
This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.	

Declaration	
I accept this job description.	
Print Name:	
Signature:	
Date:	

Person Specification
Student Support Assistant



Essential

Desirable

QUALIFICATIONS			
GCSE pass or equivalent or NVQ Level 2 in Maths/Numeracy and English/Literacy.	A	Post 16 Qualification	A
		Relevant Level 3 Qualification	A
SKILLS AND EXPERIENCE			
Current experience of working with young people	A,I,R	Evidence of Mentoring Skills	A,I,R
Ability to manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils.	A,I,R	Ability to use ICT effectively to support learning.	A,I,R
Ability to motivate pupils.	A,I,R	Involvement in extra-curricular activities e.g. Duke of Edinburgh Award Scheme	A,I,R
Ability to support the processes and procedures for pupils' learning	A,I,R	Experience as teaching assistant	A,I,R
Ability to work at own initiative, and as part of a team.	A,I,R	Experience in the Youth Service sector	A,I,R
Ability to relate well to children and adults.	A,I,R	Experience of behaviour management	A,I,R
Ability to work under pressure.	A,I,R		
Excellent communication skills.	A,I,R		
KNOWLEDGE			
Knowledge of a range of strategies to promote good behaviour.	A,I,R	Understanding of principles of child development and learning processes.	A,I,R
Awareness of confidentiality issues linked to home/pupil/teacher/school work.	A,I,R		
Awareness of policies and procedures relating to the importance of child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation.	A,I,R		
PERSONAL ATTRIBUTES			
Willing to face challenges enthusiastically and with good humour	A,I,R		
Ability to work under pressure	A,R		

Confident	A,I,R		
Flexible	A,R		

A - Application Form

I - Interview

R - Reference

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.