



**Job Profile:** Student Support Worker (Grade 7)

**Responsible to:** Student Services Team Leader

**Hours:** 32.5 hours per week, term time only plus 5 Inset days  
(usual hours 8.30am – 3.30pm each day, including 30 minutes unpaid lunch break)

### **Job Purpose**

To provide targeted support to students to overcome specific barriers to learning and progress in order to ensure that all students can be successful in school

### **Main Responsibilities**

- To support the House Leaders by working with individual students and groups of students, where appropriate, when issues affect their performance / attendance/ behaviour at school, particularly on issues such as social skills, anger management and self-esteem building.
- To keep detailed records of interventions and track students' progress through measurable evaluations.
- To maintain appropriate records and confidentiality.
- To work in accordance with Child Protection policies and procedures.
- Assist in the educational and social development of students by offering curriculum and pastoral support.
- To liaise with outside agencies, specifically CAMHS, Social services and the Police to access appropriate support and make referrals to appropriate agencies, particularly using the EHA and TAF process.
- To build links with other agencies in order to ensure that they receive appropriate support and that good communication is achieved.
- To oversee outside agency visits to school to see students and to feed back information to relevant staff.
- To assist in providing information and support at times of transition such as year 6 to 7 transition on admission to school, transfers to school and post-16 choices.
- To offer support to parents/carers/families of vulnerable students at school.
- This could be in the home, in school or other appropriate venue, or by 'phone.
- To promote close collaboration between families and school staff, encouraging and facilitating effective dialogue between parents and teachers about children's progress.
- To take part in relevant training, professional development and supervision.
- To Support students placed in the withdrawal room with return to lessons
- To carry out other duties as may be reasonably assigned by the Student Services Team Leader.

*It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, in the school.*

*December 2018*



### **General Responsibilities**

- Follow school policies and procedures.
- The relevant professional standards apply for this post.

### **Health & Safety**

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Matthew Arnold School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to enhanced DBS checking.