

Job Description

JOB TITLE:	Student Support Assistant
RESPONSIBLE TO:	Student Support Manager / Co-Head of School
GRADE	Single Status 4

Main Purpose of the role:

To ensure student wellbeing by providing medical care as and when required. To ensure all school staff are aware of particular medical issues/healthcare plans for those students. To accurately update and manage student data in an effective and timely manner, ensuring confidentiality is maintained and data is accessible to the relevant parties. To assist the School's Designated Safeguarding Lead (DSL) with her duties.

Main responsibilities:

Medical Management

First Aid

- Provide medical attention and administer first response first aid to students within the school.
- Following instruction from the teacher in charge, to collect students from their classroom and bringing them back to student support, to ensure appropriate and prompt medical care is given.
- Liaising with parents/carers to update them regarding their child's health and welfare and/or to collect unwell/injured students.
- Maintain accurate records and report incidents and injuries to County Hall and The Health and Safety Team.
- Manage stock levels of first aid kits that are provided for school activities/trips, ordering and replenishing as and when necessary. Ensuring that first aid kits and school medical supplies are always fully stocked.
- Attending relevant first response first aid courses, including but not limited to: first aider, asthma and anaphylactic response, administering medicines. To ensure current processes and procedures are up to date.
- To be available to accompany vulnerable students with medical issues on trips/activities outside of school where necessary.

Administration of Medicines

- To administer and manage the care of medicines given to students in school requiring regular or emergency medication (i.e. epipens), and to ensure correct parental consent is in place in accordance with County guidelines.
- To keep accurate records of any medicines administered and prioritise that medical registers are always up to date. To be aware of the expiry of medicines held, liaising with parents/carers and ensuring supplies are always fully stocked.

Medical Conditions & Healthcare plan

- To regularly inform staff of student medical conditions/special requirements.
- To provide accurate and up to date information to teacher's for field trips and school journeys. To advise staff on how to administer necessary student medication.
- To identify students who may require Healthcare Plans for specific medical conditions. To draw together Healthcare plans and discuss its content with parent/carer to gain parental agreement so the plan can be put in place.
- To attend meetings with various health care professionals to discuss particular students and their needs. To cascade this information to relevant school staff and update any information when parent/carer has deemed this necessary.
- To ensure that all student medical boards display relevant and the most up to date information known, to ensure staff are aware when amendments have been made.

School Counsellor/School Nurse

- Liaising with both outside agencies. Keeping records and student lists updated. Booking weekly appointments and making sure all parties are aware and attend appointment times.

School Vaccinations

- The management and organisation of these programmes. The HPV and Meningitis 'C'/School Leavers Booster both take place twice during the school year. This also involves arranging the timetable and liaising with a team of nurses provided by the Schools Immunisation Service. to ensure the vaccinations run smoothly.

General Student Support

- Managing and dealing with calls and e-mails received from parents regarding a range of school issues, cascading this information to coaches or Head of Year and following up where necessary –making sure the relevant teaching and pastoral staff are informed of any situations occurring in Student Support, as deemed necessary. Tracking frequency of attendees to the medical room and liaising with Attendance and/or Safeguarding team in respect of any concerns.

Student Records

Data

- Administration of student's personal data/information. This includes passing on relevant information to necessary Health Care professionals, updating the Arbor database and monitoring and processing data information sheets received from parents/carers, filing paperwork appropriately and confidentially.

Student Attendance

- Assisting with the management and administration of student attendance at the school. This includes monitoring and recording students' lateness and other absence, ensuring appropriate permission is received for appointments out of school. To contact parents/carers regarding un-notified absences and updating the Arbor system where necessary.

File Drill Register

- To monitor the upkeep of the fire drill registers. To assist with the provision of the registers and all other attendance information to senior teaching staff during such fire drills.

Health and Safety

- As a Health and Safety committee member; working alongside other school staff to provide a safe and healthy working environment. To regularly meet with the Health and Safety committee to bring to light and discuss any issues from within the school and ensure action is taken and tasks are completed in a timely manner.

General:

- Contribute to the overall ethos/work/aims of the school.
- To take part in training activities offered to further professional knowledge and development.
- Be aware of the school's Health and Safety policies and take personal responsibility for ensuring they are put into practice.
- Committed to the safeguarding of children and the promotion of their welfare within the school.
- To carry out the above duties in accordance with the County Council's Equal Opportunities policy.
- To perform such other tasks as may reasonably be required appropriate to the grading of the post.

The post holder should be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE:

Person Specification

JOB TITLE: STUDENT SUPPORT ASSISTANT
RESPONSIBLE TO: STUDENT SUPPORT MANAGER / Co-Head of School

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

	Essential	Desirable
Job Experience and knowledge	▪ Good level of literacy and numeracy to include GCSE or equivalent in English Language and Maths ▪ Experience of keeping and updating a database ▪ Experience of undertaking a range of administrative and clerical duties. ▪ An understanding of child protection and its importance within the school ▪ A basic knowledge of the work of a school ▪ Good level of IT skills ▪ Experience of, or willingness to learn, a range of computer applications	▪ Educated to level 3 or equivalent ▪ Experience of working within an educational setting ▪ Experience of using Arbor system ▪ A recognised qualification in Clerical/Administration
Skills/Abilities & Competencies	▪ Willingness to train to be a principle first aider for the school ▪ Meticulous approach with administrative tasks ▪ Excellent organisational skills and ability to work in a methodical manner with a high degree of accuracy ▪ Ability to work effectively and supportively within a team ▪ Ability to work under pressure and to deadlines, understanding priorities and managing workload affectively ▪ Ability to work independently demonstrating initiative and proactivity ▪ Ability to develop and maintain efficient record keeping systems ▪ Ability to communicate with a range of people including students, colleagues, parents and/or carers, County Council workers and other outside agencies. ▪ Ability to convey straightforward information, both orally and in writing, to colleagues, students, parents/carers etc.	▪ Ability to analyse and interpret information and make recommendations.

	▪ Ability to show sensitivity, empathy and objectivity in dealing with confidential issues ▪ Ability to work in a discreet manner ▪ Ability to produce accurate and up-to-date records and reports as required. ▪ Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Ops	
Personal Attributes	▪ Patient and calm manner with resilience ▪ Ability to use discretion and willingness to maintain confidentiality on all school matters ▪ Self-motivational and a keen eye to detail ▪ Ability to use initiative with a proactive and intuitive approach ▪ Flexibility and willingness to meet the needs and requirements of the role. ▪ Ability to demonstrate commitment to Equal Opportunities. ▪ Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	