Willingdon Community School

Job Description

Title: **Progress & Support Assistant**

Hours: **37 hours per week/40 weeks worked**

Grade: **East Sussex Single Status Grade 5**

Accountable to: **Director of Student Progress/Deputy Head and/or Business Manager**

MAIN PURPOSE OF ROLE:

To provide support to the Directors of Student Progress (DoSP) and Deputy Head (Behaviour) for nominated year group, in relation to student progress and behaviour. To liaise with both students and parent/carers where appropriate.

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.

RESPONSIBILITIES:

- Support DoSP with a range of student related matters, including behaviour, welfare and achievement as well as safeguarding issues.
- Meet with students, parents/carers as necessary.
- Implement sanctions and behaviour support strategies.
- Make referrals to external agencies and chair relevant meetings on behalf of the Director of Student Progress and/or Deputy Head.
- Responsible for writing and coordinating school based plans relating to students, liaising with both parents/carers and external professionals. To chair these meetings as required.
- To deputise for the DoSP in their absence on relevant matters, when appropriate
- To provide comprehensive administrative support in respect of telephone conversations, student and parent/carer interviews and post exclusion meetings and any other admin support as required, including updating SIMS.net on actions taken and general updating of student records.
- Identify and arrange for relevant referrals of support for students exhibiting high levels of anxiety, emotional issues etc, dealing proactively and sensitively with those issues, offering guidance and support as appropriate
- Prepare for assemblies including the collation of certificates, rewards and any paperwork required
- To utilize achievement and behaviour data and in liaison with the Deputy Head and Director of Student progress, to meet with the DOSP's and/or Deputy Head on a regular basis as part of pastoral support process

First Aid

- Provide medical attention and administer first aid to students within the school. Liaising with parents/carers 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 aid courses 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.

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 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.

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 to ensure the vaccinations run smoothly.

Rewards system

- Administer the Rewards programme on behalf of the Director of Transition, including the regular monitoring and reporting of reward points totals to the respective DoSPs, liaising with outside agencies in respect of sponsorship/donations etc for the reward items.

General:

- Contribute to the overall ethos/work/aims of the school.
- To take part in training activities offered to further professional knowledge and development.
- Committed to the safeguarding of children and the promotion of their welfare within 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 by the Deputy Head and/or SLT 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:

Willingdon Community School

Person Specification

TITLE: **Progress & Support Assistant**

RESPONSIBLE TO: **Director of Student Progress/Deputy Head and/or Business Manager**

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 & Knowledge	Experience of undertaking a range of administration type duties Good level of literacy and numeracy to include GCSE or equivalent in English Language and Maths at grade C or above Experience of, or willingness to learn, a range of computer applications - be IT literate, ideally with experience of SIMS, Excel and databases An understanding of child protection and its importance within the school	A sound knowledge of the work of a school, with the emphasis of the safety of students, staff and visitors Experience of working within an educational setting Experience of working in an advisory/support capacity
Skills/Abilities & Competencies	Ability to work in an organised and methodical manner Good communication skills Patient and calm manner Ability to work alone, under own initiative and be self-motivated	Flexible approach Willingness to undertake relevant professional development Use of initiative to support people in your care.

	Strong planning & follow up skills An empathy and rapport with young people whilst maintaining an authoritative approach To have excellent people skills and maintain relationships at all levels Ability to maintain efficient record keeping systems Ability to produce accurate and up-to-date records/reports as required Ability to take personal responsibility for organising day to day targets Ability to demonstrate excellent keyboard skills for accurate computer input and retrieval Ability to work effectively as part of a team Ability to work in a discreet and sensitive manner along with diplomacy & persuasion; maintaining confidentiality at all times	The ability to hold difficult conversations with staff & parents/carers should this become necessary.
Personal Qualities	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 Always have the “can do” attitude To be committed to continually improve	