



# St Alban's Catholic High School



*"Learning, Respecting, Caring"*

## Student Support Worker

(Key Stage 4: Years 10 - 11)

### Required as soon as possible:

**Purpose:** The Student Support Worker (SSW) is part of the strategy for positive learning behaviours at St. Alban's Catholic High School. The SSW will work in a variety of settings within a framework of school expectations and procedures, supporting students, and on occasions their families and groups within the school community. The SSW will run an early intervention programme to identify students with potential and emerging behavioural needs, working with small groups and one to one with pupils as required. The role will also comprise evidence gathering and triaging behaviour incidences to the correct member of staff.

### Main Duties

The SSW will work, in conjunction with the KS4 Pastoral Support and Heads of Year, with students who are experiencing pastoral or behavioural issues. Their aim is to provide support and to enable students to help themselves and support active engagement in learning. They will maintain professional relationships with students, acting as a guide or advocate through a range of targeted intervention strategies

The SSW may also have a wider role in initiating and managing some specific school issues under the direction of the Head of Safeguarding, Heads of Year, or Student Support Leads. Plus, events such as additional one to one sessions, tracking specific individual student performance, setting up support clubs, or targeted support for exam students who are underperforming.

The SSW will also be part of the school's Emotional Literacy Support Assistant team and will deliver ELSA interventions to students as required.

### Operational Requirements

On a day-to-day basis, this means in practice working with:

- Students in danger of being permanently excluded
- School non-attenders
- Students who are disaffected
- Students who have difficulty controlling their emotions
- Students who have difficulty settling into normal school routines
- Students who find it difficult to engage in a learning environment

The Student Support Worker will also:

- Conduct interviews with students to assess and review their situation
- Organise and manage packages of support enabling students to learn effectively in the school environment
- Recommend and make decisions regarding the best course of action for a particular student
- Participate in the pastoral teams and meetings, for example, welfare meetings, form tutor meetings and meetings with pastoral staff
- Maintain accurate records and paperwork; including statement forms

- Participate in training, supervision and performance management. This is not an exhaustive list and the Student Support Worker will meet any reasonable request made by their Line Manager, members of the Key Stage team or members of the Senior Leadership Team, such as being 'on-call'.

## Person Specification

### Professional Qualities and Experience:

- Good level of education (GCSE pass in English and Maths or equivalent)
- Experience of working with young people in the 11-16 age group is desirable
- Sound knowledge of educational processes
- Enthusiastic about the education and welfare of young people
- Knowledge of safeguarding
- Experience in conflict management

### Team Working Skills:

- Ability to support and work with teams
- Able to prioritise, plan and organise
- Ability to liaise with others
- Ability to report to Senior Managers about progress in specific student cases
- Set high standards and provide a role model for students
- To be open to ideas
- To be able to support others where necessary
- To deal sensitively with people and be able to resolve conflicts including supporting restorative approaches

### Decision Making Skills:

- To make reasonable decisions based upon evidence
- To think creatively and imaginatively
- To anticipate and solve problems
- To demonstrate good judgement
- To be able to prioritise

### Communication Skills:

- To communicate effectively, orally and in writing with a range of audiences
- To negotiate and consult effectively

### Self-Management:

- Able to prioritise and manage time effectively
- Work under pressure and to deadlines

### Administrative Skills:

- To have sound administrative skills, able to stay on top of paperwork whilst maintaining attention to detail
- To be confident in the use of ICT processes as an integral part of daily working

### Personal Qualities:

- To have sound administrative skills, able to stay on top of paperwork whilst maintaining attention to detail
- To be confident in the use of ICT processes as an integral part of daily working
- To enjoy working with young people
- To have an excellent attendance record at work
- To be flexible and willing to take on new challenges
- To have energy, vigour and perseverance, self-confidence, enthusiasm, reliability, integrity and a good sense of humour
- A willingness to occasionally work outside of school hours
- A commitment to the highest standards of safeguarding
- Ability to demonstrate and promote good practice in line with the Catholic ethos of the school

Signed:	Signed:
Post Holder:	Line Manager:
Name in Capitals:	Name in Capitals:
Date:	Date: