

High Road, Woodford Green, Essex IG8 9LA

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Email: recruitment@woodford.redbridge.sch.uk

Website: www.woodford.redbridge.sch.uk

Roll 1240 pupils inc. 347 in the Sixth Form

11 – 18 Community Grammar School

STUDENT GUIDANCE ASSISTANT (SGA)

LBR 5 Pt 12 – Pt 15

FTE salary range: £30,033 - £31,440 per annum (pay award pending)

Actual salary range: £25,609 - £26,809 per annum

36 hours per week (8.00am – 4.00pm): Term-time only

Required for: November 2024

Woodford is an energising and rewarding school in which to work. Life here blends the very new with the very traditional. The atmosphere is vibrant, purposeful and very friendly and the school community is strong, cohesive and valued by its members.

Our focus is the students we serve – their academic progress, their wellbeing, their confidence and their enjoyment of school. The Welfare Team we have developed over the past six years is accommodated together on our “Welfare Corridor”, enabling holistic support of students and their needs. Key players on that team of professionals is our Student Guidance Team (Student Guidance Officer & Assistant (SGO + SGA) with the specialist remit of promoting and maintaining in our students the highest standards of behaviour and supporting those who are in any way vulnerable or at risk.

The Student Guidance Assistant appointed will (with the support of the SGO) develop the confidence and experience to deal kindly but firmly with young people, recognising varying needs and exercising judgement in making decisions. The ability to maintain a high level of professional confidentiality is a prerequisite.

This will be a varied role, comprising, but not confined to:

- Liaising with colleagues to provide ongoing support to students in personal difficulties
- Supporting students in implementing agreed strategies
- Encouraging high standards of attendance, engagement and behaviour
- Supporting our SGO in providing a first response to urgent situations involving students
- Providing first aid (as one of a team of trained first aiders)

Experience of working with young people in a public service environment is desirable though not essential. Training, including First Aid and Safeguarding, will be provided as required.

Further information including a job description is available on the school website www.woodford.redbridge.sch.uk

Applications can be submitted by post or email (recruitment@woodford.redbridge.sch.uk) and must include the completed London Borough of Redbridge application form. ***Applications by CV will not be considered.***

Closing date for applications Monday 7th October 2024 (9am)

Date of Interview: Week commencing 14th October 2024

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Student Guidance Assistant (SGA) with SEND Support Job Description

LBR 5. (Pt.12-Pt.15) SALARY RANGE (FTE) £30,033 to £31,440 per annum (pay award pending)

Term time only. Hours: 36 hours per week (8.00am to 4.00pm)

Line Manager: Suela Marku, Student Guidance Officer (SGO)

OUTLINE RESPONSIBILITIES:

1. As part of the Pastoral Team to promote the highest standards of engagement with learning and of social and emotional wellbeing
2. To provide a first response to urgent situations involving students
3. To support the wider remit of the Student Guidance Officer (SGO) as necessary including in her absence
4. To contribute to the development, implementation and review of individual Specific Support Plans
5. To provide appropriate support (e.g. wellbeing guidance, mentoring, emotional literacy support, monitoring or classroom support) to assigned individual students (KS3 – KS5), as and when necessary
6. To contribute to exam invigilation and other supervision arrangements for SEND and other students, as and when necessary
7. To liaise with colleagues / parents / outside agencies as appropriate to provide ongoing support to students in particular difficulties
8. To be a certificated First Aider and to provide first aid as required (as part of the First Aid Team)
9. To be a visible presence around the school site
10. To be aware of and comply with all school policies and procedures, in particular those relating to Equal Opportunities, Health and Safety, Risk Assessments and Safeguarding and Child Protection.
11. To carry out other duties and tasks that may reasonably be requested

PERSON SPECIFICATION:

1. To hold, or to undertake on appointment, ELSA training (Emotional Literacy Support Assistant)
2. To hold, or to undertake on appointment, First Aid Training and Mental Health First Aid Training
3. A willingness to research and develop the expertise necessary to support individual students' needs
4. Ability to maintain a high level of professional confidentiality
5. Confidence in dealing kindly but firmly with young people, recognising varying needs, exercising judgement in making decisions (following established procedures) and alerting the appropriate colleague
6. The key qualities of: calmness, discretion, flexibility, dependability and self-reliance
7. Diligence, excellent personal organisation, reliable observation of deadlines and the ability to work well within a team
8. Experience of working with young people is desirable though not necessarily essential
9. Comfortable familiarity with standard ICT applications including Word, Excel and Outlook
10. Good written and oral communication skills
11. Within the guidelines of established school policies and practice, the ability to use initiative and the judgement to know when this is, or is not, appropriate

YOU WILL NEED:

- Integrity and sensitivity
- The ability to multitask and prioritise
- Coolness under pressure
- The ability to communicate appropriately and effectively in varying contexts
- A well-developed sense of humour and proportion

The above and the detail overleaf indicates the nature of the job which demands flexibility and strong organisational and interpersonal skills. This post will appeal to someone who would enjoy working in a busy but friendly environment and would take an interest in the many aspects of school life. The job description may be amended at any time after consultation with you.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

MAIN RESPONSIBILITIES:

Working in tandem with our Student Guidance Officer (SGO), this job has 4 main aspects: **1.** Working with the SGO to provide support to allocated students **and** Working with the SENDO to provide learning support of students with SEND; **2.** Dealing with **individual incidents / issues / cases** as and when they arise maintaining the sort of positive relationships with students which are conducive to provision of informal mentoring where this is helpful and appropriate. **3.** A range of **routine** tasks (active and administrative);

(1) Support for students with additional needs

- To contribute to the delivery of one-to-one or small group intervention to students with identified needs and/ or learning support as required
- To act as a formal mentor for identified students
- To contribute to the development, implementation and review of support plans for students with additional needs
- To contribute to exam invigilation and other supervision arrangements for students with particular needs
- To maintain good communication with colleagues, parents and relevant outside agencies

(2) Incidents / Issues / Cases

a. Identification

In dealing with students, to be alert to signs of:

- Physical ill health
- Mental ill health
- Low mood or anxiety
- Bullying
- Suspicious or uncharacteristic behaviour
- Personal or group animosities
- E-safety issues
- Signs of racial tension
- Possible signs of radicalisation
- Other possible safeguarding issues

b. Initial Response

- First response to classroom disruption or emergency
- First response to apparent disappearance of student (report of register anomaly, pupil failing to return from washroom etc.)
- Report of critical situation involving student
- (As appropriate,) responding to community complaints re student behaviour
- (As appropriate,) making necessary external checks