

Job Description

Job Title: Student Support Practitioner (SSP)	
Salary: Band C SCP 5-8	Location: The Meadows School
Responsible to: SSP Team Leader	Contacts: Team Leader and all school based staff / customers (students)
Working Hours: 15 hours per week 11.30 am – 14.30 pm Monday – Friday	Special Conditions: Term time only & inset days

Working directly for the SSP Team Leader, you will be expected to carry out the following:

1. Duties and Responsibilities

- Changing and toileting students as necessary
- Use of hoists for lifting students
- Supervision of hand-washing before and after meals
- Ensuring the care, health and safety of students
- Escorting children to and from the Dining Room
- Assisting the children with eating, table manners, use of cutlery, cutting of food, serving, etc. This may include the feeding of some students, dependant on their needs
- Supervising the return of table equipment to the 'Returns' counter
- Cleaning up any spillages etc in the Dining Room
- Cleaning hygiene areas as necessary/directed
- Supervision of children before and after their meal as well as in the playground
- Use of washing machines and tumble driers to wash student clothing when required
- Organising games and activities
- Undertake any training deemed relevant to this role. This may be out of normal hours of work
- Such other duties as may be allocated from time to time

2. Regulations

All employees must adhere to the Authority's Regulations governing the Catering Service in Schools with particular reference to those relating to Food Hygiene and Health and Safety at Work.

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

Issued by:
(Headteacher)

Date of issue:

Received by:
(Student Support Practitioner)

Date received:

One copy of the Job Description should be retained by the Headteacher and one copy given to the post holder.

PERSONNEL SPECIFICATION

Job Title	Student Support Practitioner (SEN School)
Band/Job Group	Band C
Hours/Weeks	15 hours a week
Special Conditions	Term time working
School	The Meadows Sports College
Responsible to	SSP Team Leader

Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the last 6 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	Basic Literacy & Numeracy skills, although a formal qualification is not necessary
Experience	Experience of working in a childcare context within a Special Educational Needs Environment
Training	Willing to attend relevant training i.e. behaviour management, moving & handling etc.
Special Knowledge	<p>Able to demonstrate an understanding of the needs of SEN students.</p> <p>Awareness and understanding of Health and Safety.</p>
Disposition	<p>Good communication skills</p> <p>Patient, caring and sympathetic to the needs of SEN students.</p> <p>Able to work on own initiative and as part of team.</p>
Practical and Intellectual Skills	Must support the school in maintaining policies such as behaviour/code of conduct.