



Uckfield College

Support Staff Recruitment Information Booklet

Student Support Assistant

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Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uckfield.college. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry
Principal



About our College

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In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

"Teachers make better use of assessment information to plan work that meets the needs of all pupils."

"Teachers make good use of technology available."

"Teachers have worked collaboratively... to increase the level of challenge for pupils."

"Teachers... ensure a consistent approach to feedback."

"Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."

"Pupils feel that their teachers listen to them in lessons and that they are well challenged."

"Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

"Pupils are typically very well behaved."

"Pupils are friendly, polite and there is a harmonious atmosphere in the school."

"Pupils say that homework tasks extend their current learning and provide additional challenge."

"Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



Student Support Assistant

Scale	Single Status 5 - £19,171 to £19,554
Salary	Actual salary equates to £14,598 to £14,890 pa
Hours	32.5 hours per week (term time only) plus 5 days to be worked during College holidays (pro rata)
Commencement	As soon as possible
Contract	Permanent

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 23rd September at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our HR Department on 01825 764844 extension 1232 or email hr@uckfield.college.

The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Tour of the College
- Safeguarding Interview
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.

Job Description

Job Title: Student Support Assistant
Responsible To: Assistant Head - Support Services

Main Purpose of the Job

To undertake the day-to-day management of the health needs of students under the guidance of Health Professionals, with a carefully structured day which balances support and independence in a caring manner;
To look after the immediate health needs of students and staff as when required ensuring an appropriate level of First Aid provision at all times across the College site;
To assist in the day to day clerical duties and admin tasks associated with the welfare of our students and to assist with work undertaken in Student Services.

Job Dimensions

Students: to act at all times for the benefit of the students of all ages and abilities;
Staff: to work and liaise with all staff and agencies, working effectively with members, and working within Support Services;
Resources: management of resources required for a Clerical Assistant within Support Services.

Key Accountabilities

Strategic Direction and Development

As priority to be the main certified First Aider in the College dealing with injuries and illness when presented;
To develop health care plans as appropriate and in conjunction with external medical advice for students with complex medical needs;
To ensure all relevant staff are informed/trained with regard to specific student needs when in college and when on trips/visits;
To co-ordinate First Aid cover across the College;
To instruct colleagues in moving and handling people using a wheelchair;
To undertake risk assessments for moving and handling people;
To liaise with parents, Uckfield College staff, health professionals and external organisations and when necessary make appropriate referrals;
To take students to hospital or the doctors in the event of an emergency where a 999 call or parent involvement is not possible/appropriate;
To undertake Administration of Medicines training in line with policy requirements;
To give any medication allowed during the college day and to be responsible for the storage of drugs; and to ensure that completed consent forms are in place in relation to this;
To keep hard copies of all relevant student medical information as well as logging on the local management system (SIMS) and to record students' visits to First Aid facilities onto SIMS;
To order and keep all medical stocks in line with budget provided by the college and be responsible for fully equipping and safely storing first aid boxes/cabinets (including those used for trips);
To ensure that all used first aid material/soiled dressings etc. are disposed of appropriately in accordance with local arrangements;
To be responsible for the organisation of routine vaccinations taking place in College;
To complete Incident Report and investigation forms following East Sussex County Council guidance and keep records up-to-date;
To update all policies associated with First Aid, Medical Conditions and Student Welfare in line with Health & Safety requirements and guidance;
To work in conjunction with flexible learning to assist with the needs of students with physical disabilities;
To mentor students.

Communication

To communicate with staff, students, parent/carers and outside agencies as appropriate.

Quality Assurance

To follow the High Reliability protocols of the College.

Staff Development

To take part in training activities offered by the College and external agencies as identified through Performance Management and/or to support identified pastoral strategy e.g. anger management training.

Other Professional Requirements

To undertake First Aid training and act as a First Aider;

To adhere to the standards, values, ethos and policies relevant to the aspirations of the College including working flexibly;

To provide guidance and advice to students on educational and social matters and on their further education and future careers;

To promote positive student behaviour in line with College policies;

To be aware of and contribute towards achieving the College priorities as identified in the College Development Plan;

To endeavour to give every child the opportunity to reach their potential and meet high expectations;

To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with 'Keeping Children Safe in Education';

To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere;

To observe Health & Safety regulations at all times;

To follow the high reliability protocols of the College;

To operate at all times within the stated policies and practices of the College;

To establish effective working relationships and set a good example through own presentation and personal and professional conduct;

To take responsibility for own professional development and duties in relation to College policies and practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	A good standard of education, particularly in English and Mathematics. To hold, or be prepared to undertake First Aid at Work qualification.	
Knowledge	Knowledge of a range of computer applications including Word and Excel	A basic knowledge of the work in a school Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
Skills and Abilities	Ability to communicate with a range of audiences including other employees within the College, Governors, students and parents; Ability to demonstrate developed interpersonal skills and communication skills Ability to organise own workload and demonstrate initiative; Ability to respond proactively to unexpected problems and situation; Ability to develop efficient record keeping systems; Ability to produce accurate and up-to-date records and reports as required; Ability to identify work priorities and manage own workload to meet deadlines, whilst ensuring that lower level priority work is kept up to date; Ability to show sensitivity and objectivity in dealing with confidential issues; Ability to demonstrate active listening skills; Ability to work effectively and supportively as a member of the College team; Ability to work within and apply all College policies, e.g. Behaviour Management, Child Protection, Health & Safety, Equal Opportunities, etc.	
Experience	Experience of undertaking a range of clerical and administrative duties, including data input Experience of producing documents to a high standard; Experience of, or willingness to learn, a range of computer applications; At least one year in a similar post	

Personal	Excellent communicative skills High quality interpersonal skills Team player Flexible Proactive and able to make decisions Reliable, discreet and self-motivating Ability to work under pressure Willingness to participate in further training and developmental opportunities offered by the College and county, to further knowledge Displays commitment to the protection and Safeguarding of children and young people Ability to demonstrate commitment to Equal Opportunities Willingness to maintain confidentiality on all College matters	
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The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to our HR Department, hr@uckfield.college. Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 23rd September at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include formal interviews and skills assessment tasks. There will also be an opportunity to view the school.

If you require any further information please contact the HR Department at Uckfield College on 01825 764844, extension 1232 or email hr@uckfield.college. Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1101, or email t.fletcher@uckfield.college.

