

Haydon Bridge High School
Staff and Student Attendance Support Supervisor (SSASS)
Job Description and Person Specification

Aims, Purpose and Ethos: -

There are times in school where staff and students may be absent. The main purpose of this role is to ensure support to the faculty lead when a member of the teaching staff is absent from school. The role is to ensure the behavioural ethos of the school is maintained, support is given to students in the lesson including introducing the work set, touring the class to provide feedback in line with our teaching and learning objectives and to provide feedback to the absent member of staff and faculty lead about the progress made in the lesson.

When not used to cover lessons, the SSASS will work with the Attendance Officer to support families to send children to school more regularly, for example through making phone calls home. The SSASS may make home visits on the direction of the Attendance Officer or work with other agencies to support attendance in school.

Responsible to :- Deputy Head Teacher (cover) and Behaviour Lead (attendance)

Responsible for :- n/a

Pay Grade :- 4, term time only (\$1683)

Principal responsibilities

- To supervise whole classes, so that any short-term absences of teachers are covered and teaching colleagues are able to carry out other professional duties and training. Cover Supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task, whilst maintaining good order.
- Cover Supervisors may also work within particular Departments on a long-term basis, to improve the continuity of education during teacher absence and to gain an increased familiarity of the curriculum within that area.
- To work with the Attendance Officer with strategies relating to better attendance and to work with families both in school and off-site to improve attendance

Principal Accountabilities

Support for pupils

1. Supervise pupils whilst they are engaged in learning activities
2. Set high expectations of conduct and work
3. Act as a positive role model
4. Manage pupils' behaviour within the ethos and behavioural policies of the school
5. Respond to pupil questions whilst keeping the class on task
6. Promote the inclusion of all pupils within the classroom, following the school's policies and procedures.

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Support for teachers

1. Collect and pass on any completed work
2. Provide accurate feedback to the teacher on both the conduct of the lesson and the behaviour of pupils
3. Maintain and pass on any appropriate records as agreed with the teacher
4. Provide support and assistance in examinations or tests
5. Where absence is planned, the SSASS may be required to assist the teacher in the planning of the lesson(s), meeting the needs of individual students

Support for poor attendees

1. Make phone calls home to support families with improvements in attendance
2. Make community-based visits to work with families to improve attendance
3. Work with other external agencies, including primary schools to assist with improving school attendance.

Support for the curriculum

1. Support the use of ICT within lessons as appropriate
2. Ensure the appropriate organisation of the classroom, equipment and resources.

Support for the school

1. Accompany groups of pupils on school trips, ensuring their health and safety under the direction of the visit leader
2. Be aware of, and comply with, policies and procedures relating to safeguarding, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
3. Be aware of, and support, difference and ensure that all pupils have equal access to opportunities to learn and develop
4. Participate in training, performance management and other learning activities as required
5. Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Headteacher

Behaviour and Safety

1. Work with the pastoral and curriculum leaders to implement the behaviour management system across school
2. Ensure that safeguarding requirements are stringently applied.

This job description outlines the key tasks and responsibilities required. It is not exhaustive and may change or alter as necessary. The post holder will be consulted on any additional changes in advance.

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Person Specification		
	Essential	Desirable
Qualifications	Good literacy and numeracy skills demonstrated through formal qualifications such as GCSEs, functional skills or NVQs	GCSEs in maths and English at Grade 4 or higher
Experience		Experience of working in a school or a similar learning environment
Skills/Knowledge	<p>Understanding of relevant policies and procedures;</p> <p>Ability to apply behaviour management policies and strategies to contribute to a purposeful learning environment;</p> <p>Ability to encourage pupils to learn using pre-set material;</p> <p>Ability to undertake varied duties;</p> <p>Ability to demonstrate limits of responsibility;</p>	Knowledge and skills of ICT to support learning

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	<p>Ability to work under the direction of different people and as part of a team;</p> <p>Good communication skills with people at all levels;</p> <p>Ability to gain the respect of pupils and families through your manner, confidence and authority;</p> <p>Ability to organise your own workload in the context of varied tasks;</p> <p>Ability to work calmly under pressure;</p> <p>Ability to critically evaluate your own performance and make any necessary changes to be more effective.</p>	
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General Information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Headteacher