

Student Support Coordinator Role Specification

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> GCSE A - C (or equivalent) Maths and English 	✓	
<ul style="list-style-type: none"> Good general standard of education 		✓
<ul style="list-style-type: none"> NVQ level 2 in learning support or other equivalent or equivalent qualification/experience. Studying for a degree with a view to future teacher training 		✓
<ul style="list-style-type: none"> Successful recent experience working with secondary age children 		✓
<ul style="list-style-type: none"> Experience in working with children with SEN/SEMH/medical and/or mobility issues 		✓
Skills & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Good ICT skills to access school systems 	✓	
<ul style="list-style-type: none"> Understanding of child protection procedures 		✓
<ul style="list-style-type: none"> Working knowledge of the education system 		✓
<ul style="list-style-type: none"> Understand procedures and legislation relating to confidentiality 	✓	
<ul style="list-style-type: none"> Understand the importance of physical and emotional wellbeing 	✓	
<ul style="list-style-type: none"> Ability to write basic reports 	✓	
<ul style="list-style-type: none"> Ability to understand and support children with developmental difficulty or disability 	✓	
<ul style="list-style-type: none"> Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment and build relationships with students. 	✓	
<ul style="list-style-type: none"> To understand classroom roles/responsibilities and work as part of a team both with teachers and support staff. 	✓	
<ul style="list-style-type: none"> Ability to use clear language to communicate information unambiguously and listen effectively 	✓	
<ul style="list-style-type: none"> Ability to communicate effectively with children and their families and carers and other adults and overcome communication barriers with children and adults 	✓	
<ul style="list-style-type: none"> To provide clear and timely feedback to class teachers and pastoral staff where required. 	✓	
<ul style="list-style-type: none"> Good understanding of the school curriculum including knowledge of literacy/numeracy strategies 		✓
<ul style="list-style-type: none"> Know when, how and with whom to share information 		✓
<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults 	✓	
<ul style="list-style-type: none"> Basic understanding of Health & Safety 		✓
<ul style="list-style-type: none"> Understanding that a range of factors can impact on student achievement and wellbeing with a commitment to personalise support for all pupils. 	✓	

<ul style="list-style-type: none"> • Strong interpersonal skills with an ability to engage young people 	✓	
<ul style="list-style-type: none"> • To follow appropriate guidance including the school behaviour and safeguarding policies. 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> • Ability to resolve routine problems independently 	✓	
<ul style="list-style-type: none"> • Flexible and adaptable 	✓	
<ul style="list-style-type: none"> • Remain calm under pressure 	✓	
<ul style="list-style-type: none"> • Good organisational skills 	✓	
<ul style="list-style-type: none"> • Ability to use own initiative & work independently 	✓	
<ul style="list-style-type: none"> • Ability to work within a team 	✓	
<ul style="list-style-type: none"> • Reliable and trustworthy 	✓	
<ul style="list-style-type: none"> • Willing to improve own practice/knowledge through self-evaluation and learning from others, committed to personal and professional development. 	✓	
<ul style="list-style-type: none"> • Excellent communication skills with adults and students, verbally and in writing. 	✓	
<ul style="list-style-type: none"> • Motivate, inspire and have high expectations of students. 	✓	
<ul style="list-style-type: none"> • Ability to adapt quickly and effectively to changing circumstances/situations. 	✓	
<ul style="list-style-type: none"> • Awareness of, and commitment to, equalities issues. 	✓	
<ul style="list-style-type: none"> • Ability to record information and provide feedback where required. 	✓	

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools