



CAMHS Phoenix School

Job Description

Support Assistant

Post title:	Support Assistant
Salary:	Scale 4 Point 7-11 £28383- £30,253 Actual salary £21,707- £23,137
FTE:	32.5 hours a week, term time plus 5 inset days
Responsible to:	Headteacher
Contract:	Permanent
Purpose of the role,	To support young people to learn as effectively as possible both in group situations and individually. To manage pupils as advised by the teachers. To complete admin tasks as directed by the headteacher. To complete admin tasks for the Management Committee and take minutes at termly meetings. To support the aims of the school and be an active member of the school and unit community.
Additional responsibilities	To be a tutor for selected young people, to attend relevant professionals' meetings,

	<p>communicate with parents on a weekly basis, write reports as necessary.</p> <p>Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.</p>
Safeguarding	<p>Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Safeguarding Policy and Code of Conduct.</p> <p>Ensure all safeguarding issues relating to pupils are reported immediately to the designated safeguarding lead or deputy.</p> <p>Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.</p>
Health and safety	<p>Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.</p> <p>Ensure concerns are reported immediately to the delegated member of staff.</p> <p>Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.</p>
Equity, diversity and inclusivity	<p>Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.</p>
	<p>To undertake other duties as reasonably required by the headteacher.</p>

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.