



A.M.D.G.

## CRESCENT COLLEGE COMPREHENSIVE S.J.

### Part-Time Student Support Worker Job Description

#### General Outline:

The Student Support Worker (SSW) will help to support educationally disadvantaged students in Crescent College Comprehensive SJ to access the full educational and extra-curricular programme of the school. The students who will be supported by the SSW will include but will not be limited to those in the school completion 'target group.'

The Student Support Worker will play a key role in the communication between the school, the home, the Local Management Committee of the School Completion Programme, local primary schools and other relevant service providers.

The Student Support Worker's assignments will be determined by the Principal or designate. On a regular basis the Student Support Worker will support disadvantaged students in Crescent by:

- helping with the academic programme
- tracking attendance
- reinforcing social/behavioural plans
- providing personal care support
- providing emotional support

The Student Support Worker works under the direction of the Principal and is responsible to the school principal and the SSW will be required to work closely within the school's pastoral Care structures. The SSW will be expected to maintain a close working relationship with the Special Education Needs Coordinator, the Year Heads, the Deputy Principals and the Well-Being Team.

#### Characteristics Desired in a Candidate

- A good knowledge and understanding of the needs of educationally disadvantaged students.
- Excellent ICT skills. (An understanding of social research methods would be highly desirable.)
- An aptitude for working in an educational setting with a professional attitude.
- A high level of adaptability and responsibility.
- A positive disposition towards the school's Jesuit ethos.
- An openness to growth.
- An ability to work with minimal supervision with a positive, mature and energetic attitude.
- The ability to be patient, encouraging, firm yet fair.
- Initiative and common sense and a good sense of humour would also be highly desirable

#### Essential:

Up to date Garda Vetting and clearance

At least two years working with students in a disadvantaged setting.

**Preferred**

A Higher Diploma (H.Dip) or Post Graduate Diploma in Education (PGDE) or any other recognised teaching qualification.

We would like to hire someone who understands the issues around disadvantage and the impact it has on a students' social, economic, cultural and educational life.

Ideally we would like to hire someone who has experience working in the area of School Completion / Home School Community Liaison.

**A Broad Outline of Duties:**

The Student Support Worker will:

1. Track and monitor the performance and progress of students who come to Crescent from within the School Completion Programme target group and others as requested.
2. Provide detailed reports of the attendance and performance patterns of each student within the target group each term to the school principal and deputy principal. One major report will be presented to the principal as part of the school Self Evaluation process at the end of each year.
3. Take responsibility for the management of an outreach to primary schools with students and families from educationally disadvantaged backgrounds who will apply to the school.
4. Assist students and their families in the acquisition and development of academic, physical, social, and emotional skills and habits that will help the students to succeed in post primary.
5. Work under the direction of the Principal or designate to assist in the preparation or adaptation of regular classroom materials to meet specific individual needs.
6. Assist in the supervision of individuals and/or small groups of students in school and during educational outings (e.g., lunch break, breaks, field trips, etc).
7. Provide support to the teaching staff and the school management and assist in the provision of in-service training for staff as may be required.
8. Perform other duties which the Principal deem appropriate to meet the needs of disadvantaged students in Crescent College Comprehensive S.J.