

# JOB PROFILE

<b>Job Title:</b>	Placement Support Assistant 4 days a week, term-time only JNC Pay Scale Point 8 £12,443 pro-rata (£22,874 pa)	<b>Reporting to:</b>	Education Programmes Lead
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## 1 **Main function of job:**

- a) To provide therapeutic support to young people who are experiencing emotional dysregulation or barriers to learning during GROW sessions.
- b) To ensure that supervision is sufficient on GROW sessions to enable differentiation of activity and accessible learning opportunities.
- c) To undertake administrative tasks to support the GROW team.

N.B. The following headings are to be taken as a general overview of the requirements of the job role.

## 2 **Location:**

Amelia Trust Farm, Five Mile Lane, Barry, Vale of Glamorgan CF62 3AS

## 3 **Hours:**

24 hours per week  
09.00-15.30 Tuesday to Friday (Term-Time Only)

## 4 **Supervisory responsibility/position in structure:**

To be directly responsible to and have immediate contact with the Education Programmes Lead

## 5 **Specific Areas of Responsibility:**

***Under the direction of the Education Programmes Lead you will be expected:***

- To offer one-two-one support to young people who are in crisis or require focussed attention during the GROW day.
- To support the GROW team in crisis management, including being a point of contact for relevant individuals/authorities, supervising young people, or staffing the Farm car.
- To support young people during sessions to ensure they are able to access all learning opportunities.
- To assume responsibility for the provision of Free School Meals and ensure that spaces used for this purpose are clean and adequately stocked.
- To assist the GROW team with keeping all rooms and learning spaces clean, safe and ready to be utilised.
- To cover for GROW tutors in the event of sickness or absence.
- To order and coordinate delivery of materials required for GROW sessions.
- To assist with preparing documentation for Agored qualification submissions.
- To maintain Personal Development Plans and Supporting Strategies documents for all young people attending GROW.
- To assist in organising educational and therapeutic workshops with external personnel and organisations.
- To contribute towards strategy meetings, behavioural planning and debrief meetings.
- To carry out weekly Health and Safety checks as directed and make good any identified risks.
- To undertake such other tasks as may be required by the Director.

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**Date of Profile:**

May 2023

**Reviewed by:**

Karen Turnbull - Director

## PERSON SPECIFICATION

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	Criteria	Essential	Desirable
1	<b>What standard of general education does the work call for?</b>		
	A youth work or teaching qualification		✓
	TAQA Level 3 or equivalent (Assessor)		✓
	Will be required to use a PC with a working knowledge of Microsoft Office	✓	
	Food Hygiene Level 2 qualification		✓
2	<b>Experience/specialist training required</b>		
	Experience of Crisis Management and working with challenging and vulnerable young people	✓	
	Experience of Safeguarding processes	✓	
	Basic knowledge of Health & Safety	✓	
3	<b>Personal Attributes – Essential</b>		
	• Good communicator	✓	
	• Team player with good interpersonal skills	✓	
	• Ability to work flexibly	✓	
	• Able to act on one's own initiative	✓	
	• Attention to detail	✓	
	• Able to motivate others	✓	
	• Able to prioritise	✓	
	• Ability to deal calmly and effectively with difficult situations	✓	
	• High level of energy	✓	