Post: Student Support Assistant

Reporting to:

1. SENCo
2. Deputy Head (Academic)
3. Headteacher

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with Prior Park Paragon joining in 2006, and Prior Park Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides full governance and safeguarding oversight as well as comprehensive support and challenge for the Heads and their schools.

The Executive management of the schools is devolved to the Prior Executive Board, the standing members of which are the Heads of each constituent school and PPS Chief Operating Officer. The Prior Executive Board drives the strategic development of Prior Park Schools, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

Purpose of the Role

The 1:1 Student Support Assistant (SSA) is a key role providing dedicated 1:1 inclusion support for a pupil with specific needs.

Contacts

The SSA can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with teaching and support staff is of particular importance, as is the ability to communicate effectively with parents.

The Role

The SSA will report directly to and be line-managed by the SENCo. In their work, the post holder will have day-to-day responsibility for their own work priorities and maintenance of high standards.

The SSA will work under the direction of the SENCo and subject teachers to provide support in navigating and moving around the school site to the appropriate level.

Some of the duties in this post involve:

Pastoral Care:

- assist in providing excellent pastoral care for the pupil, help the pupil to develop their social and academic potential, and encourage the social and emotional development of the pupil;
- provide a stable, secure and supportive environment around the school, one in which the child can become independent;
- promote and safeguard the welfare of children with whom they come into contact and comply with the school's Child Protection Policy at all times.

General:

- 1:1 and small group work following specific targets;
- individual support to aid participation in whole-class activities;
- prepare the classroom as directed for lessons and clear afterwards, maintain a safe environment;
- contribute effectively to the selection and preparation of resources that meet the diversity of pupil needs and interests;
- monitor responses to learning tasks, participation and progress, providing constructive feedback to the pupil, supporting them as they learn, and modifying teaching strategies accordingly;
- participate in arrangements for further training and professional development, continually seek to improve own practice through observation of, and discussion with colleagues, seeking advice or guidance as necessary;
- adhere to the school's dress code (see Staff Handbook);
- provide constructive feedback to the pupil, SENCo and subject teachers (both written and verbal);
- work collaboratively with colleagues

Uniform requirements:

monitor, record and make basic assessments about individual progress, suggest alternative ways of helping children if they are unable to understand; describe, in simple terms, the process of behaviour management with children, identify gaps in their own experience that they need help in filling, demonstrate the ability to learn and adapt from past experience.

Communication with Parents/ Carers:

- always try to be welcoming;
- prioritise time to engage in meaningful communication;
- liaise sensitively and effectively with parents and carers, recognising their roles in pupil's learning.

The role is based predominantly at Prior Park School but travel to other locations may be required as part of the role.

Line Management

The 1:1 Teaching Assistant has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within the capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed 27 August 2026

Professional Specification and Personal Attributes

The post holder will be required to either hold, or be willing to gain appropriate, Frist Aid qualifications.

	Essential	Desirable
Qualification	• Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent	• Other childcare or SEND qualifications • NVQ3 in child care or an equivalent qualification
Experience	• Demonstrate experience of working with children, as a parent or voluntary worker • Demonstrate an ability to provide and agree learning activities/learning programmes, taking into consideration pupils' learning style	
Knowledge	• Demonstrate knowledge and understanding of the needs of young children, child development and the ways in which children learn • Demonstrate a basic understanding of child development and learning	
Skills and competences	• Demonstrate an ability to maintain confidentiality, empathy, flexibility, good organisational skills • Demonstrate an ability to work with guidance, but under limited supervision • Demonstrate an ability to liaise and communicate effectively with	

	others • Demonstrate an ability to prioritise tasks and meet deadlines • Demonstrate a commitment to the safeguarding and welfare of all pupils	

Child Protection

All staff employed by Prior Park Educational Trust must committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere on site.

Schools are physically demanding environments, and the Student Support Assistant can expect to be involved in activities which may require physical exertion, e.g., walking to off-site activities as and when required, always observing health and safety regulations and practices.