



## **JOB DESCRIPTION**

### **Student Support Officer KS4**

**Date:** Jan 2020

**Grade:** H5

**Reporting to:** Deputy Headteacher

#### **Purpose of the Role:**

To support and assist the Head of Year 10 and 11 and DSP in managing and delivering comprehensive, confidential pastoral support to all KS4 students.

#### **Responsibilities:**

This list of responsibilities is not exhaustive, but includes the following:

This list of responsibilities will be directed by the Head of Years (HOYs) or will be completed independently. It is not an exhaustive list, but includes the following:

- Mentoring students on a regular one to one basis via pre-booked or drop-in sessions (3 – 5 per week for 30 minutes) depending on the issues that have arisen, to offer regular emotional support.
- Meeting with students to explore learning behaviour or emotional issues – collecting information and statements for sharing with other Pastoral leaders.
- Dealing with Emergency issues that may arise as and when required to ensure students are emotionally supported and prepared for learning in a safe environment. Responding immediately to any Safeguarding or CP issues.
- Independently meeting parents to discuss concerns and issues.
- Shadowing students to and from lessons, administering and keeping track of time out cards and collating work.
- Speaking to parents and arranging meeting where necessary.
- Supporting Students emotionally during break and lunch times.
- Preparing, setting up, checking all data and booking arrangements are correct for and overseeing the organisation of Parent Consultations for all KS4 students.
- Attending parent consultation evenings from 4 – 8.30pm liaising with parents and students alike.
- Organising Leavers Assemblies with the help of the KS3 and KS4 Admin assistant
- Taking the lead role in organising Achievement Evening, and attend.
- Organising the Prom with the help of the KS3 and KS4 Admin assistant.
- Arranging work for excluded or long-term illness students and ensuring that they receive it

- Liaising with CAMHS, LINKS, Social Services, educational psychologists and Outreach workers when needed.
- Completing concern forms, referral documents, BIP reports and other administrative support required as and when by HOY's.
- Keeping track of non-attendees at detentions and rebooking if necessary.
- Inputting data daily into SIMS and producing statistical reports on Behaviour and Achievement.
- Dealing with and signposting daily queries either from telephone calls or from the Pastoral Office.

## PERSON SPECIFICATION

Essential	Desirable
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Listening skills</li> <li>• Empathy</li> <li>• Ability to relate well to children and to adults</li> <li>• Firmness towards positive outcomes</li> <li>• Observing and applying appropriate boundaries</li> <li>• Building self-reliance in children</li> <li>• Good literacy and numeracy</li> <li>• Able to recognise own development and training needs</li> <li>• Able to support families and carers with students with challenging needs/behaviours</li> </ul>	<ul style="list-style-type: none"> <li>• Maths and English GCSE Grade C+ or equivalent</li> </ul>
<p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Relevant policies/codes of practice and relevant legislation</li> <li>• Safeguarding principles, procedures and best practice</li> <li>• Basic understanding of child development and learning</li> <li>• Working with or caring for children of relevant age</li> </ul>	
<p><b>Qualifications/Training</b></p>	<ul style="list-style-type: none"> <li>• Qualification in child counselling, or interest to study and obtain</li> </ul>