

## Job description: Student Support Officer

<b>Location</b>	The Deepings School, Deepings St James, Peterborough, Lincolnshire, PE6 8NF
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Term time plus training days
<b>Pay range</b>	Grade 5 Point 12
<b>Reporting to</b>	Deputy Headteacher - Behaviour and Inclusion

### Job purpose

The following job description is not exhaustive, and it is expected that the Student Support Officer will work closely with their line manager to develop their role to ensure it reflects the needs and demands of the post as the school continues to develop.

- To provide support and guidance to students struggling to manage their behaviour effectively.
- To mentor individual students, and work proactively across the school, in order to minimise low level disruptive behaviour in lessons.

### Main duties and responsibilities

- Support students with challenging behaviour in lessons and around the school
- Support staff in dealing with challenging behaviour in classrooms
- Mentor a specified group of students
- Identifying new ways to support students, for example through off site activities
- To support the running of the RAISE rooms and support the “On Call” provision throughout the learning day
- To monitor, develop and implement appropriate resources for RAISE
- As a member of the Student Support Team collaborate with other Student Support Officers
- To ensure the implementation of the Behaviour Policy across school, ensuring consistency and providing support to colleagues where required
- To assist in providing daily reports to the DHT with responsibility of Behaviour and Inclusion
- Carry out other appropriate duties identified by the Line Manager, for example leading a tutor group or small intervention groups.



This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person specification

### Person specification: Student Support Officer

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• NVQ3 or equivalent or equivalent experience in a relevant discipline</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• First Aid at Work</li> </ul>		✓

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience working with children aged 11 to 18</li> <li>• Basic understanding of the education system</li> <li>• Working knowledge of effective teaching and learning and intervention strategies</li> <li>• Understanding of issues relating to under-achievement and the barriers to learning experienced by some children</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Good understanding of the education system</li> <li>• Working in a school</li> <li>• Experience of assisting with administering examinations</li> <li>• Experience in a basic administration role</li> <li>• Developing programmes for learning mentor work</li> <li>• Collaboration with colleagues in developing effective student support programmes.</li> </ul>		✓

<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Committed to promoting and safeguarding the welfare of young people</li> <li>• Good literacy skills</li> <li>• Good numeracy skills</li> <li>• IT literate</li> <li>• Able to communicate effectively with adults and children</li> <li>• Able to analyse data and write reports</li> <li>• Organised and able to plan and prioritise effectively</li> <li>• Able to use own initiative</li> </ul>	✓	



<ul style="list-style-type: none"><li>• Calm under pressure</li><li>• Co-operative</li><li>• Team worker</li><li>• Reliable</li><li>• Excellent timekeeping</li><li>• Adaptable, flexible and a 'can do' attitude</li><li>• Able to interact well with young people</li><li>• The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.</li></ul>		
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