

JOB DESCRIPTION

POST: STUDENT SUPPORT OFFICER (SSO) – Key Stage 4

Salary Scale Level 7

Actual salary £27,135 (FTE salary £31,022)

37 hours per week Termtime + INSET

(8.00am-4.00pm Monday-Thursday; 8.00am-3.30pm Friday with 30-minute lunch break)

At St Thomas More our Motto is “Aspire to be More” which encompasses our aspirations for all our students within our school and recognises our patron St Thomas More. As a Catholic school, we offer an education firmly based upon our Gospel values and our Mission statement puts ‘our community’ at the heart of all we do.

Purpose of the Post

To be responsible for providing pastoral care for a designated year providing support and assistance to the Head of Key Stage and the wider Pastoral team. The SSO will liaise with students, staff, parents and external agencies when needed to support students’ progress within the academy and their attitude to school life.

Principal duties and responsibilities

- To provide pastoral care, support and guidance for students within the year group
- To support the wellbeing of individual students, by developing approaches based on existing good practice in managing and support students with emotional and behavioural difficulties
- Working alongside parents in helping them to support the work of the school in improving individual students’ progress, attitude to learning and behaviour whilst ensuring that there are effective lines of communication operating between school and home
- Work directly with individuals or groups to raise self-esteem and confidence of students with a view to improve personal and social skills
- To support the Head of Key Stage in monitoring academy performance, behaviour and attendance data and intervening as required
- Working with all staff to promote the effective use of behaviour management strategies
- Support parents and students by liaising with identified outside agencies
- Mentoring on a 1:1 basis and supporting work with small groups of students within a year group
- Working within a pastoral team to support whole school pastoral care
- Promoting and encouraging programmes of study support in school
- Completing duties and patrols in line with behaviour policy



- Maintaining contact with students who are given suspensions due to behaviour issues and supporting their re-integration

This is not a complete statement of all duties – the postholder will be expected to complete other duties reasonably required by Head of Key Stage.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.