



## **KESGRAVE HIGH SCHOOL JOB DESCRIPTION STUDENT SUPPORT OFFICER**

37 hours per week, 40 weeks of the year  
Associate Staff pay scale 5: Point 16-20  
£28,504.53-£31,797.71 per annum

### **AIM OF KHS**

The aim of Kesgrave High School is to provide an environment where our pupils feel safe, secure, nurtured and are encouraged to grow. This positive and inclusive nature allows our youngsters to be able to reach their full potential across their own individual range of abilities and talents.

### **PURPOSE OF JOB**

- This is a well-established, professional role within the school in a support staff capacity and represents a significant opportunity for someone to make a substantial difference to the lives of our students and their families, with particular reference to some of our more vulnerable, sensitive and/or challenging individuals.
- The postholder will be linked to a year group and will provide support to the Head of Year and the Form Tutor Team in regard to the welfare and progress of students.

### **CONTRACT TERMS AND DUTIES**

The post holder is required to carry out their own strategic forward planning but be flexible, be able to meet problems as they arise, and often use their own initiative to deal with them. It involves a great deal of communication, both verbal and written, with a wide range of staff of the school, external professionals, students, parents and carers.

The contract is for 40 weeks per year to include all school term-time days and Professional Development days.

### **ACCOUNTABLE TO**

The role is line managed by the Assistant Headteacher with oversight for Safeguarding.

### **LIAISON WITH**

This postholder will work closely with others in the Pastoral team. This will include but is not exclusive to: Learning Coordinators, Assistant Learning Coordinators, Safeguarding Leads, Assistant Headteacher (Behaviour and Attendance) and Assistant Headteacher (SEND and Safeguarding). They will also work with professionals from external agencies.

## **JOB DESCRIPTION**

### **Nominated year group**

Assisting the Learning Co-ordinators in the management and leadership of the year group(s) and following them through on a rolling programme. To be actively involved in upholding the standards and expectations of students, including with regard to behaviour, uniform, respect and responsibility.

### **Preventative work**

Monitoring and mentoring students who may be vulnerable or deemed at risk. This could involve academic, behavioural, social and/or emotional issues. The work carried out can be in response to a range of difficulties including, but not restricted to, EBSA, mental health issues, online safety, bereavement, personal home/school issues, sexual health/relationships alcohol and drug misuse.

The work could include 1:1 working or small group intervention.

### **External agency liaison**

The role itself requires essential links with a diverse range of external agencies to support for each and every issue that presents itself within the school environment. It is imperative that the appointed person is willing to engage and liaise with professionals to encompass a diverse range of medical, health, behavioural and well-being needs.

### **Recording and reporting**

Use of internal recording and reporting mechanisms will be essential to ensure accurate records are kept and that interventions are supported by shared student information. The role requires essential links with a diverse range of external agencies. Accurate and articulate completion of assessment/referral documentation will be required, alongside the confident and sensitive engagement of with parents/carers with this. Adherence to policies with regard to data protection and expectations of personal data are expected.

### **Effective communication and liaison**

The role will require effective communication with the Learning Co-ordinator, the Senior Leadership Team, teachers, the attendance officer, teaching assistants, associate staff, parents and carers. In addition to this it is imperative to work in partnership with staff with regard to behaviour management/sanctions in an attempt to meet the needs and requirements of all learners.

### **Presence and visibility**

Be a visible presence around the school through lunchtime and breaktime as well as contributing to the on-call duty rota during lessons and oversight of after school detentions.

### **Attendance beyond the school day**

The expectation is to participate in a range of activities including parents' evenings, pastoral and year team meetings, assemblies, information and award evenings and in addition to this, support with year group social events.

### **Safeguarding**

Following a successful induction period it would be expected that you would undertake the required training to become an Alternate Safeguarding Lead and be part of the established safeguarding team.

### **PSHEE**

To be involved in the planning and delivery of elements of the PSHEE programme to the designated year groups.

### **Classroom support**

Occasional cover of lessons for teacher absence will be required.

### **General**

Interpersonal skills which will be essential to the working role include empathy, sympathy, patience, understanding, commitment, sense of humour and resilience.