



## STUDENT SUPPORT OFFICER JOB DESCRIPTION

### TERM TIME + 1 WEEK

### H5 - PERMANENT

*The post holder is required to perform the duties below. They will be responsible to the Deputy Headteacher and will demonstrate a genuine commitment to our Equal Opportunities policy and the well-being of all students.*

*This job description is reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Headteacher's attention through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.*

#### STUDENT SUPPORT OFFICER - JOB DESCRIPTION

##### Term Time + 1 week (Permanent)

#### Expectations

#### Core Purpose:

#### Main areas of responsibility:

- Take a lead role in managing and delivering pastoral support to students
- Provide advice to students related to their social, health, hygiene and emotional development needs
- Undertake assessments of students to determine targeted requirements
- Assist the teacher with the development and implementation of individual Education/Behaviour/Support/Mentoring plans
- Establish productive working relationships with students, acting as a role model
- Arrange and develop 1:1 mentoring arrangements with students and provide support for distressed students individually or in small groups
- Take a lead role in managing the speedy/effective transfer of students across phases and support the re-integration of those who have been absent
- Organise and assist in year admissions
- Provide information and advice to enable students to make choices about their own learning/behaviour and attendance and consequences of their actions
- Challenge and motivate students, promote and reinforce self-esteem
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc. Establish constructive relationships with carers/parents, exchanging information, facilitating their support for their child's attendance access and learning and supporting home to school and community links
- Manage liaison with feeder schools and other relevant bodies to gather student information
- Monitor and evaluate student responses and progress against action plans through observation and planned recording
- Manage and supervise students excluded from and/or otherwise working to modified timetable, as required



- Provide objective and accurate feedback and reports as required, to other staff and agencies on students' achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Manage record keeping systems and processes
- Take a support role in the development and implementation of appropriate behaviour management and strategies
- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of students
- Attend and participate in meetings as directed
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Monitor attendance

#### **Duties and Responsibilities**

- Working with colleagues to maximise each student's self-esteem, motivation, aspiration and achievement
- Maintaining the school's high standards of work, attendance/punctuality, conduct and appearance
- Working with parents, external agencies and the community to support students' learning, attendance/punctuality, conduct, appearance and well-being
- Attending Year team meetings in rotation, as appropriate
- Ensuring the implementation of all school policies and practice
- Working with the Year teams to ensure:
  - a) Registers are maintained accurately and all absences promptly authorised, where appropriate. Liaise with Attendance Officer regarding students of concern
  - b) Student appearance is acceptable according to school guidelines issuing plimsolls, etc., as necessary
  - c) Student behaviour is in accordance with the Code of Conduct and appropriate sanctions/rewards are operated
  - d) Underachievement is promptly identified and acted upon
- Liaising with Pupil Premium Champion in identifying and supporting key students of concern
- Interviewing individual students to provide support, guidance, counselling and mentoring – supporting behaviour and anger management groups and investigating bullying incidents and other student issues.
- Leading small group interventions to develop self-esteem, self- motivation and other key areas as required
- Attend year group assemblies, as appropriate
- Ensuring all student documentation and files are accurate and up to date



- Holding weekly detentions for lateness and other misconduct and collecting students for these detentions
- Dealing with crisis issues while Directors of Learning are teaching
- Organising and monitoring students on report
- Supporting the charitable fundraising events and promoting the House system
- Supporting Parents' Evenings to maximise effectiveness and attendance, recording and reporting on parental attendance
- Attend meeting with external agencies to support the welfare and wellbeing of students/families
- Support other evenings, as appropriate for each year group e.g. Year 6 – 7 Transition Evening
- Organising primary/secondary transfer, options and learner mentoring
- Ensuring all tasks/data are fulfilled according to deadlines
- Supporting the organisation of Learner Voice to share views with the Year team and student parliament
- Ensuring the health and safety of students in line with our school policy
- Maintain daily Student Support Register/Exeat cards in order that DOLs and team are aware of student contact/support
- Organise and monitor Year 10/11 Prefects
- Performing other necessary duties for the safe and efficient organisation of the school as requested by the Headteacher

#### **Other Responsibilities**

**Additional Duties:** Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

#### **Contacts**

- There is frequent contact with teaching staff and parents.
- As part of the support staff team there is also regular contact with other non-teaching staff.
- There is also contact with external organisations and suppliers.