

JOB DESCRIPTION	
Job Title	Student Support Officer
Reports to	Vice Principal/SENCO
Grade	Support Staff Pay Scale Grade 5 Point, 15-22

### Purpose

To support the Vice Principal/SENCO and Leaders of Learning and Achievement [LOLAS] in securing excellent standards of achievement, behaviour, attendance and punctuality.

### ROLES AND RESPONSIBILITIES

- Dealing with pastoral matters that occur throughout the school day, such as behaviour incidents or guidance and welfare issues, liaising if necessary, with the senior member of staff on duty each session
- Act as a Designated Safeguarding Lead (DSL)
- Setting up the internal Isolation Unit at the beginning of the school day; closing the Isolation Unit at the end of the school day
- Proactive collaboration with LOLA ensuring effective communication
- Keeping comprehensive records of all work undertaken in line with academy policies and procedures and producing reports as required by the Vice Principal and LOLAS
- Responding to duty calls and making decisions as to whether a student should be removed from a lesson and taken to either temporary or longer term isolation, completing the standard documentation in each case
- Targeting and supporting identified students, in any time available, working in conjunction with the LOLA to help them overcome barriers to learning in terms of achievement, behaviour and attendance and using restorative measures to ensure students access their education
- Meeting with parents/carers who come into school to either deal with the matter they raise or to refer the matter to a colleague
- Meeting weekly with the Vice Principal/SENCO
- Attending appropriate meetings
- Attending meetings with external agencies as necessary
- Liaise with departments including the SEND team regarding students to ensure a proactive approach to behaviour management
- Organise and monitor whole school detentions, update SIMS and Staff Portal and follow up issues resulting from non-attendance and detention
- Organise counselling sessions for students whilst recording attendance

Signature of post holder

Date

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Signature of line manager

Date

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This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary or job title.

### PERSON SPECIFICATION

<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<p>Experience:</p> <ul style="list-style-type: none"> <li>• experience of successfully working with identified disaffected students, or groups of students</li> <li>• experience of monitoring and recording progress of learners</li> <li>• experience of forging community/voluntary/parent and partner agency links</li> <li>• experience of working with young people with SEN or behavioural issues</li> </ul>	<p>Experience:</p> <ul style="list-style-type: none"> <li>• leadership of an area of school development</li> </ul>
<p>Training/Qualifications:</p> <ul style="list-style-type: none"> <li>• education to degree level or equivalent relevant experience</li> <li>•</li> </ul>	<p>Training/Qualifications:</p> <ul style="list-style-type: none"> <li>• education to degree level</li> </ul>
<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• student's welfare and pastoral needs</li> <li>• innovative approaches to working with students, parents, the local community and multi-agency partners in relation to inclusion, behaviour and reward strategies</li> <li>• strategies for ensuring equal opportunities for students, staff and other stakeholders</li> <li>• ability to lead meetings professionally</li> </ul>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• knowledge of the needs of SEN students in academic surroundings</li> <li>• understanding of Safeguarding and Child Protection issues</li> </ul>
<p>Other:</p> <ul style="list-style-type: none"> <li>• Commitment to equal opportunities &amp; safeguarding</li> <li>• Enhanced DBS Check</li> <li>• Able to contribute to an inclusive Academy ethos</li> </ul>	



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