

Job Description

Job Title:	Student Support Officer
Department:	Student Support
Contracted Hours/Week:	37 hours
Contracted Weeks/Year:	Term time only
Responsible to:	Assistant Principal (DSL) - Line Manager

Main Job Purpose:

To promote high expectations for all students to ensure positive outcomes and to provide appropriate support and intervention strategies to ensure that students' social and emotional development needs are met. This will include liaison with all other stakeholders, including parents.

To work alongside the Designated Safeguarding Lead: providing support for all vulnerable students. This will include liaison with multi agency services.

To promote excellent attendance (97%), reduce levels of absence amongst key groups (including disadvantaged, SEND and vulnerable students), and to work with identified students and their families to increase levels of attendance. This will include liaison with all other stakeholders.

Main Responsibilities:

- To promote positive behaviour and attitudes across relevant year group and house when dealing with students and apply appropriate rewards and sanctions.
- To identify needs of students and implement appropriate support and intervention packages.
- To liaise with key staff, including the Head of House, SENCo, relevant SLT and other staff as appropriate.
- To provide support for transition at the beginning and end of each key stage.
- To liaise appropriately with all external agencies.
- To foster positive relationships with parents and liaise as appropriate.
- To maintain and update student files.
- To undertake any further professional development as required.

- To work alongside Designated Safeguarding Lead including attending all relevant meetings and training.
- To work closely with the school's team of level 3 trained staff to ensure outstanding safeguarding provision.
- To monitor the progress of vulnerable groups and plan appropriate intervention, where necessary.

- To ensure that the bullying e mails are monitored, logs maintained and racial incidents reported in line with school safeguarding policies.
- To maintain and update secure student files, including appropriate use of My Concern in line with statutory guidance.
- To complete appropriate referrals to external agencies.
- To attend relevant multi-agency meetings for vulnerable students.
- To identify and work with individual or groups of students to improve their attendance, by following the school's policy on intervention and support strategies.
- To work with parents/carers and other agencies to improve their child's attendance record and co-ordinating parental support and training where appropriate.
- To attend regular attendance/SIMs training as appropriate.

Key Competences:

- To have a high level of emotional intelligence enabling student centred support and an excellent working relationship with all colleagues.
- To hold relevant training appropriate
- To develop a full understanding of statutory requirements with regards to all areas of the role
- To maintain appropriate confidentiality at all times (needs a verb / phrase)
- To provide a role model for students though support, liaison and personal impact
- To be able to work under pressure and as part of a team, maintaining high quality support and a sense of humour
- To have a sound working knowledge of Microsoft applications

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this Job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____