

## JOB DESCRIPTION

<b>Job Title:</b>	Student Support Officer
<b>Grade:</b>	Grade 3
<b>Disclosure Level:</b>	Disclosure Barring Service – Enhanced Certificate
<b>Responsible to:</b>	Student Support Services Leader
<b>Liaison with:</b>	Teaching and support staff, Students and parents/carers, Outside agencies relevant to safeguarding and child protection

### Job Purpose:

To support the emotional, social and welfare needs of students.

### Key Responsibilities

- To collectively ensure that safeguarding is the golden thread that runs through everything that takes place.
- To work as part of a team with shared responsibility for the highly effective delivery of Student Support Services
- To follow the guiding principles of Right Service Right Time
- To meet the daily and long term needs of students through offering emotional support
- To provide academic support through modifying and differentiating work provided by teachers and enabling students to follow a personalised curriculum
- To support students with their behaviour through a range of interventions
- To investigate and record incidents of poor behaviour and provide the necessary support
- To work as part of a multi-disciplinary team to lead on early help strategies and where appropriate child in need and child protection cases
- To liaise with outside agencies, parents/carers and other school staff to share information as and when appropriate
- To create, lead and run group based emotional and academic interventions and monitor the impact of these
- To monitor school IT systems including Sharp and internet usage
- To participate in and, on occasions, lead on whole school assemblies and special events
- To raise awareness of current issues affecting young people
- To keep accurate and timely records of incidents and interventions and share as appropriate
- To act as lead person, on behalf of the school, at FCAF/Welfare meetings in liaison with Leadership / Headteacher and take responsibility for ensuring agreed school actions are carried out
- To attend appropriate school meetings, including staff briefing.

- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

In addition, where agreed with the SSS Leader either:

- To manage the referral process for internal exclusions as directed by the SSS Leader; or
- To influence a positive learning environment by providing behaviour support through one-to-ones and in-class support
- The duties and responsibilities of the post could vary from time to time as a result of new legislation, changes in technology, policies, or school needs.

### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

### **Staffing**

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude.
- Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

### **Safeguarding and Data Protection**

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Technology team, ensuring they follow safeguarding procedures.

### **Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

## Person Specification: Student Support Officer

### Method of assessment (MoA)

AF = Application Form

O/T = Observation/Test

I = Interview

R= Reference

	ESSENTIAL	METHOD OF ASSESSMENT			
		A	O	I	R
<b>Qualifications and Knowledge</b>	A good standard of education particularly in English and Mathematics, at least equivalent to GCSE grade 'C' or above.	✓			
	A qualification working with children and families	✓		✓	
<b>Experience</b>	Experience of working in a multi-disciplinary team	✓		✓	✓
	Experience of delivering support to young people	✓		✓	✓
	Experience of supporting children at Universal Plus and Additional Needs levels, including leading on EMA, CIN and CP plans	✓		✓	✓
	Experience of supporting children experiencing behavioural difficulties	✓		✓	✓
	Experience of supporting children with a wide and diverse range of needs	✓		✓	✓
	Knowledge of current issues (e.g. DV, CSE, Prevent, FGM and possible sources of support)	✓		✓	
	Experience of current Safeguarding and Child Protection procedures	✓		✓	
	Experience of working in an 11-18 setting	✓		✓	
	Experience of working with outside agencies including health, police, Children's Services and other charitable groups	✓		✓	
	Experience of ability to investigate and resolve conflict	✓		✓	
<b>Skills and Abilities</b>	Good verbal and written communication skills	✓		✓	
	Basic ICT skills	✓		✓	
	Commitment to team working and able to work independently	✓		✓	
	An awareness of how social and health issues impact on children's attainment	✓		✓	
	Understanding and knowledge of meeting the complex and diverse needs of children and families	✓		✓	

	Knowledge of age appropriate development of children, taking account of cultural differences	✓		✓	
	Ability to plan, manage, monitor and evaluate own work and keep accurate records	✓		✓	
	Understand the importance of confidentiality, data protection and professional boundaries	✓		✓	
	Ability to manage own caseload	✓		✓	
	Ability to work alongside and support other staff working with children	✓		✓	
<b>Training</b>	Evidence of commitment to continual personal development	✓		✓	
	Willingness to undertake further training	✓		✓	
<b>Personal Qualities</b>	Maintain confidentiality on all matters.	✓			✓
	Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role.	✓		✓	✓
	Flexible and adaptable	✓		✓	✓
<b>Other</b>	Understanding of a commitment to equality of opportunity and diversity in practice and ability to apply this practice	✓		✓	
<b>Contra Indications</b>	Criminal convictions involving offences against children.	✓		✓	✓