

ABINGDON LEARNING TRUST



JOB DESCRIPTION

STUDENT SUPPORT OFFICER

Grade:	Grade 8, point 18-23
Salary:	£29,269-£32,076 FTE
Hours:	37 hours per week Monday to Thursday 8.00 a.m. – 4.00 p.m. and Friday 8.00 a.m. to 3.30 p.m. with half an hour unpaid lunch break
Weeks:	Term-time only plus 5 INSET days
Responsible to:	Head of Year

Job Purpose:

1. To help address any pastoral needs of students who require assistance in overcoming barriers to learning order to achieve their full potential.
2. To work with students, parents/carers, staff and other agencies to bring about improved behaviour and attendance at school.
3. To promote positive attitudes from students and families towards education to ensure students benefit fully from the opportunities available to them.
4. To provide intervention strategies to students who experience barriers to their learning.
5. To promote high attendance and other positive behaviours for learning.
6. To work with identified vulnerable students and any others requiring support.

Relationships:

The post-holder reports to Head of Year.

The post-holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of teaching and learning at John Mason School.

Key Responsibilities:

Mentoring/Pastoral Responsibilities

- Be part of the Pastoral Team, who are the first line of communication for parents/carers, staff and students concerning pastoral issues.
- Contribute to the mentoring/coaching of students with behavioural issues that affect their academic performance.
- Liaise with outside agencies as the need arises.
- Take a lead role in promoting social, emotional and mental health and ensure all necessary training is up-to-date.
- Promote regular attendance and punctuality, actively dealing with both and working to reduce any gaps in attendance e.g. between PP / SEND and non-PP / SEND students.
- Support assemblies.

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- To liaise with (line manager) and Assistant Headteacher for Connectedness and Values in relation to implementation of agreed sanctions including first contact with parents.
- On-call support to teaching staff.
- Monitoring on call “hot spots” and carrying out spot checks, supporting in lessons when appropriate.
- Offering support to students with welfare problems, through discussion, practical resolutions and where necessary arranging support from the school counsellor.
- Liaise with parents/carers.
- The preparation of detailed reports of behaviour issues.
- To deal with day-to-day operational issues associated with students.
- To organise work for excluded students or students in M6.
- To manage students on report at the appropriate level.
- Deal with and support students who have an issue in more than one subject across the school.
- Exam invigilation where appropriate.
- Planning for and delivering timetabled intervention activities to support positive behaviour and re-integration, monitoring the impact of these.
- Supervision of students during break and lunchtimes.
- Supervision of students who have been withdrawn from lessons, discussing issues and offering support.
- Act as a First Aider.

Administrative and Record Keeping Duties

- To be responsible for ensure student record files are maintained, secured and processed correctly in line with GDPR requirements.
- To support staff in ensuring behaviour documentation and records are kept and processed appropriately.
- Ensure all dealings remain confidential and consideration given to all parties.

General Duties

- To maintain the highest standards of personal appearance.
- To seek development opportunities in order to improve performance.
- To act as professional and positive ambassador for the school in order to support our ethos and values.
- To adhere to the school’s Child Protection and Safeguarding procedures.
- To ensure confidentiality to protect the integrity of the organisation and its people.
- To carry out such duties as may reasonably be required from time to time.
- Being aware of, and upholding the school’s policies and procedures, and when appropriate contribute to the development of them.
- Being aware of confidentiality issues linked to home/student/teacher/school work and to keep confidences as appropriate in line with Safeguarding Policy.
- To undertake duties elsewhere within the Pastoral Team when required.
- To ensure a safe working environment in accordance with Health and Safety Regulations.
- To attend appropriate training events and meetings as required.

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- To attend meetings as required e.g. Pastoral, SLT, whole staff meetings, student reviews, as appropriate.
- To attend Parents' Evenings as required.

The job description may include all such other duties as the Headteacher and Governors may reasonably expect from time-to-time without changing the general character or the level of responsibility entailed. It is vital to the ethos of the Pastoral Team that the postholder is flexible, willing to offer help and cover for other members of the team and treats cooperation and support for colleagues as a priority.

Name:

Signed:

Date:

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.