



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **Student Support Officer**

**BOW SCHOOL**

**44 TWELVETREES CRESCENT,**

**BOW, LONDON, E3 2QW**

**T: 020 7536 5525 F: 020 7987 4504**

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## Person Specification

### Experience and Education:

- English and Maths GCSE grade C and above
- Background in youth work or schools is desirable

### Skills and abilities:

- Ability to establish and maintain effective working relationships with teachers and support staff
- Excellent I.T. skills (Microsoft office, email, internet etc.)
- Willingness to learn new skills and acquire new areas of knowledge
- Excellent verbal and written communication skills; able to interact effectively with staff, parents, students and outside agencies
- Able to prioritise work load
- Ability to show initiative in meeting the needs of students with challenging behaviour
- Ability to adhere to existing school working practices and procedures
- Ability to work as part of a team
- Ability to model good working relationships

### Knowledge & Understanding of:

- Inclusive practices in education
- The need for confidentiality
- Knowledge and understanding of equalities issues and policies how they work in an educational context

### Other specific requirements:

- Commitment to the safeguarding of children and an understanding of policy and practice in this area
- A knowledge of working practice in the education sector and/or schools
- Good records of attendance and punctuality

**THIS POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

## JOB DESCRIPTION

<b>Post Title:</b>	Student Support Officer
<b>Purpose:</b>	To ensure the well-being and safety of all students To support in the implementation of systems and strategies for students exhibiting challenging behaviour To contribute to a reduction in internal and fixed term exclusions
<b>Reporting to:</b>	Assistant Headteacher
<b>Resources responsible for:</b>	Internal Exclusion Room
<b>Working Time:</b>	Full Time, Term Time Only, 35 hours per week; fixed term
<b>Scale/Grade</b>	Scale 4
<ol style="list-style-type: none"> <li>1. To assist in the supervision of the internal exclusion facility.</li> <li>2. To support in the management of administration pertaining to internal exclusion.</li> <li>3. To assist in the circulation of the daily behaviour log/resume/report of the IER for the Heads of School, Year Learning Managers, Year Learning Assistants &amp; Form Tutors.</li> <li>4. To liaise with the Heads of School in regards to IER referrals.</li> <li>5. Maintain a record of discussions with students, reporting to the relevant member of staff.</li> <li>6. To report any safeguarding concerns as per school systems and policy.</li> <li>7. To log behaviour incidents on SIMS in line with whole school practice.</li> <li>8. To support student learning in the IER.</li> <li>9. To support the whole school On Call system.</li> <li>10. To assist in developing the IER displays and environment to promote high expectations of learning and conduct and sense of achievement so that the ethos of the Bow Way is explicit at all times.</li> <li>11. To participate in training as relevant for the development of the facility and the continued improvement of behaviour within the school</li> <li>12. To be a first aider – training provided</li> </ol>	

## Other Specific Duties

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

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 to the job commensurate with the grade and job title.