

JOB DESCRIPTION

Job Details

Post Title	Student Support Officer (with responsibility for Isolation Room)
Responsible To	Vice Principal for Behaviour, Welfare and Attendance

Purpose of the job:

To work with Progress Leaders and the Senior Student Support Officer to support pupil wellbeing within the school and, by extension, parents/carers, addressing the mental and physical needs of pupils to overcome barriers to learning. The post holder will hold specific responsibility for supervising students within the Isolation Room, organising work and resources as necessary.

Responsibilities:

- To oversee and organise the supervision of pupils excluded from or not otherwise working to a normal timetable, including the supervision of students within the Isolation Room.
- To provide support and advice to pupils (and to parents/carers) to promote their social care and personal development.
- Assist in resolving relationship issues between pupils, helping to develop and maintain a high standard of behaviour and achievement at the Academy.
- Maintain links with families/carers of pupils in need of additional support, liaising with external agencies as required including the Trust's Education Welfare Office and conducting home visits where necessary.
- To provide support for packages for pupils to reintegrate into school following periods of absence/exclusion.
- Facilitate the sharing of information between the school and external agencies and act as a point of contact for specialist support services.
- To work with pupils who have poor attendance or are at risk of developing poor attendance.
- To be responsible for the development and monitoring of individual action plans.
- To keep accurate records of all dealings with parents and outside agencies and assist the Vice Principal in maintaining this information to a high standard.

Student Care Role

- Promoting the inclusion and acceptance of all students.
- Being aware of and ensuring equal opportunities for all.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.

Other Duties

- Undertake any other reasonable duty or responsibility by agreement with the Head of

Department, Vice Principal or Principal.

Hours of work

- 37 hours per week, 39 weeks per year (including 5 training days). Start and finish times each day are determined by the Academy.

Salary

- BWT32PT18 - £18,070 FTE