**JOB DESCRIPTION**

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| **Role** | Student Support Officer: On call |
| **Grade (SCP)** | 7 (23-25) |
| **Weekly hours** | 37 hours (flexible pattern) |
| **Non-term time arrangements** | Term time + 5 training days |

**Job Summary**

To provide support for colleagues across the school in instances where students’ behaviour is causing disruption to teaching and learning. To build positive and supportive relationships with students and parents; in particular, those students whose behaviour or attendance is cause for concern.

**Key Responsibilities:**

1. On call
2. Student support
3. General

**Duties**

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| **Key accountabilities** | **Key tasks** |
| On call | * Through operational management of the On Call system, support teachers in the management of disruptive learners and help reduce the behaviour management workload, allowing classes to focus on teaching and learning * Use Restorative Practice principles to resolve differences and enable the student to re-enter the classroom to continue their learning without being disruptive * Play an active part in the school’s student support systems, including working with the Student Development Centre, to encourage students to manage their own behaviour and work better with others * Provide guidance and support for students where necessary * Share on call information with colleagues, parents and other stakeholders as required * Work with senior colleagues to develop strategies and practice that reduce the need for on call * Promote a positive working attitude and set an excellent example for students, in particular those who display extreme behaviour * Assist with the supervision of students when they are not in lesson time, including break and lunch time duties as required * Assist with day to day operational aspects of the school’s work as required * Support and contribute to initiatives and policies designed to improve behaviour across the school * Produce and communicate data on on call incidents as required * Attend meetings as required |
| Targeted support | * Work with colleagues to identify students most at risk of failing their potential through behavioural or attendance issues * Under the guidance of senior leaders, offer 1:1 and small group support to targeted students to improve attendance and behaviour and reduce exclusions * Provide support for the school’s Attendance Officer in building relationships with parents and students to improve attendance, particularly for persistent absentees * Provide individual and group support of targeted students to ensure that all students understand how to achieve their full potential * Develop one to one and group mentoring relationships with students who require particular support to achieve their targets * Build relationships with parents, including home visits as appropriate, of targeted students to support and nurture students to improve standards * Produce regular reports for stakeholders to reflect the impact of the targeted support / mentoring programme * Attend meetings as required |
| General | * Always uphold the school’s PRIDE agenda * Adhere to strict standards of confidentiality * Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance * Undertake training and continuing professional development as required |

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

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| Reports to: | Assistant Headteacher (Behaviour) |
| Responsible for: | - |