REVISED DRAFT JDS ISSUED 14TH MAY 2017

**L6 Senior Student Support Officer**

**Postholder :**

**Post :** Senior Student Support Officer

**Grade :** NJC Scale 5, Spine Point 22-25

**Hours :** 37.5 hours per week (if full-time)

**Full/Part-Time :** Term-Time + 2 (=40 weeks + holiday entitlement)

**Line Managed by :** SLT or SENCO, as determined by the headteacher

**Line Managing :**

**Main Purpose of the Job :**

Provide efficient and effective support to students across key areas of front-facing work

**Main Responsibilities**

**(a) General**

* As required, carry out any responsibilities associated with the job description for Student Support Officer Scale 3 – particularly in relation to learning and behaviour support.
* Contribute as necessary to student supervision duties, including at the following times :
	+ - Before and after school
		- Break
		- Lunchtime
* Participate as appropriate in the school’s agreed Performance Management Programme.
* Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
* Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
* Undertake any additional duties or responsibilities as reasonably directed by the Headteacher, commensurate with the scope and grade of the post.

**(b) Internal Exclusion Support**

* Take lead responsibility for the supervision and support of students on short-term internal exclusion, including :
	+ - Ensuring all students are provided with appropriate work, whether directly or through liaison with class teachers.
		- Supervising the completion of work set.
		- Supporting the learning needs of students on internal inclusion, by providing such guidance and advice as might routinely be provided by an effective teaching assistant
		- Managing the behaviour of students on entry to and exit from the space and whilst they are undertaking the work set, in accordance with the appropriate school policies and procedures
		- Collecting and returning to the teacher any work which has been provided by a teacher
		- Responding to both inappropriate and appropriate behaviour, following the school’s agreed procedures

**(c) Cover Supervision**

* Contribute as necessary to the cover supervision programme, including :
	+ - Supervising pre-prepared work that has been set in accordance with the appropriate school policies and procedures

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* + - Supporting the learning needs of students during the lesson, by providing such guidance and advice as might routinely be provided by an effective teaching assistant
		- Managing the behaviour of students on entry to and exit from the space and whilst they are undertaking the work set, in accordance with the appropriate school policies and procedures
		- Responding to any questions from students about instructions for work set
		- Collecting any completed work after the lesson and return it to the class teacher or other appropriate person
		- Reporting back, as appropriate, on the behaviour of students during the lesson and any issues arising
		- Dealing with and reporting any immediate problems or emergencies, according to the school’s policies and procedures

**(d) First Aid**

* Provide first aid as necessary

**(e) Learning Support**

* As required, carry out higher-level responsibilities equivalent to Scale 4/5, including :
	+ Drawing on specialist skills and knowledge to respond effectively to students with additional educational needs, particularly students assigned to one or more of the following programmes :
		- Literacy Intervention and Catch-Up Programme
		- Numeracy Intervention and Catch Up Programme
		- Alternative Curriculum (KS3-KS4)
	+ Contributing as required to the induction programme for newly-appointed teaching assistants and the mentoring of trainees.

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Senior Student Support Officer (cont)

**Person Specification**

**Qualifications**

* First Aid trained

AND

* Educated to at least A Level or equivalent

OR

* Extensive relevant experience in a student support role in a school or other relevant organisation

**Experience**

* Experience of working directly with children in a school or other comparable organisation
* Experience of relevant work in a school or other comparable organisation

**Skills and Understanding**

* Good organisational, communication and interpersonal skills
* Good command of standard software packages commonly used in school administration
* Good level of technical competence in all areas relevant to the post
* Understanding of and commitment to the Raine’s Foundation School aims and values and the challenges and opportunities facing the school
* Understanding of the need for and commitment to the importance of flexible working across the whole support staff team
* Understanding of the need for and commitment to maintaining excellent attendance and punctuality

**Qualities**

* A positive attitude to work and life
* Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.
* Confident in ability to cover supervise classes in the short-term absence of their teacher
* Hard-working, resilient and professional
* Commitment to own continuing professional development and to supporting the continuing professional development of others

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**Safeguarding**

The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Raine’s Foundation.

Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.

*“The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”.*

*(Ref: Safeguarding Children and Safer Recruitment in Education 2007).*

Signed By :

Post Holder ……………………………………………... Date …………………….

Line Manager …………………………………………... Date …………………….

Headteacher ……………….…………………………..……. Date …………………….

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**K7 Student Support Officer**

**Postholder :**

**Post :** Student Support Officer

**Grade :** NJC Scale 3, Spine Point 14-17

**Hours :** 32.5 hours per week

Full/Part-Time : Term-Time + 2 (= 40 weeks + holiday entitlement)

**Line Managed by :** SLT or SENCO, as determined by the headteacher

**Line Managing :**

**Main Purpose of the Job :**

Provide efficient and effective support to students across key areas of front-facing work

**Main Responsibilities**

**(a) General**

* Take all appropriate steps to establish a good knowledge of and good relationship with key students across all year groups, including providing informal mentoring as appropriate
* Contribute as required to the induction programme for newly-appointed support staff and/or the mentoring of trainees.
* Undertake exam invigilation, as required.
* Contribute as necessary to student supervision duties, including at the following times :
	+ - Before and after school
		- Break
		- Lunchtime
* Participate as appropriate in the school’s agreed Performance Management Programme.
* Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
* Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
* Undertake any additional duties or responsibilities as reasonably directed by the Headteacher, commensurate with the scope and grade of the post.

**(b) First Aid**

* Provide first aid as necessary

**(c) Learning Support**

* Provide support as required to identified students, including :
	+ Working with students – either individually or in groups as appropriate - under the direction of the class teacher, using a range of strategies appropriate to their needs to support their learning
	+ Contributing as appropriate to the class teacher’s planning for individuals and groups
	+ Supporting the organisation of the learning environment
	+ Contributing to the records of students’ progress and achievements, as agreed with the class teacher or SENCO, as appropriate
	+ Providing care with regard to the physical well-being of identified students
	+ Accompanying students on educational visits and trips during contracted time
	+ Undertaking exam invigilation, as required – including providing individual support to special consideration students, such as scribing, reading questions etc

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* + Attending meetings during contracted time in order to discuss students’ progress and plan and review support

**(d) Behaviour Support**

* Provide proactive supervision of and support to students around the school, under the leadership of line manager, including :
	+ - Providing a supportive presence on corridors and around the school during lesson times
		- Contributing as necessary to ‘outside lesson time’ supervision
		- Intervening as appropriate, in line with agreed school procedures, when incidents of unacceptably disruptive behaviour occur
		- Taking appropriate action in response to the above, as per the school’s agreed policies
		- Applying both rewards and consequences, as appropriate
		- Supporting students in achieving resolution of difficulties arising from inappropriate behaviour on their part
		- Liaising with staff, where appropriate, to secure a speedy return for the student to lessons
		- Where appropriate, ensuring students are provided with more structured support – eg anger management, conflict resolution.

**(e) Internal Exclusion Support**

* Support Senior Student Support Officer in securing appropriate supervision and support of students on internal exclusion, including :
	+ - Ensuring all students are provided with appropriate work, whether directly or through liaison with class teachers.
		- Supervising the completion of work set.
		- Supporting the learning needs of students on internal inclusion, by providing such guidance and advice as might routinely be provided by an effective teaching assistant
		- Managing the behaviour of students on entry to and exit from the space and whilst they are undertaking the work set, in accordance with the appropriate school policies and procedures
		- Collecting and returning to the teacher any work which has been provided by a teacher
		- Responding to both inappropriate and appropriate behaviour, following the school’s agreed procedures

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Student Support Officer (cont)

**Person Specification**

**Qualifications**

* First Aid trained

AND

* Educated to at least A Level or equivalent

OR

* Relevant experience in a student support role in a school or other relevant organisation

**Experience**

* Experience of working directly with children in a school or other comparable organisation
* Experience of relevant work in a school or other comparable organisation

**Skills and Understanding**

* Good organisational, communication and interpersonal skills
* Good level of technical competence in all areas relevant to the post
* Good command of standard software packages commonly used in school administration
* Understanding of and commitment to the Raine’s Foundation School aims and values and the challenges and opportunities facing the school
* Understanding of the need for and commitment to the importance of flexible working across the whole support staff team
* Understanding of the need for and commitment to maintaining excellent attendance and punctuality

**Qualities**

* A positive attitude to work and life
* Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.
* Hard-working, resilient and professional
* Commitment to own continuing professional development and to supporting the continuing professional development of others

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**Safeguarding**

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*(Ref: Safeguarding Children and Safer Recruitment in Education 2007).*

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Post Holder ……………………………………………... Date …………………….

Line Manager …………………………………………... Date …………………….

Headteacher ……………….…………………………..……. Date …………………….