

## Capital City Academy - Job Description

### Title of Post

**Capital 6 Student Support Officer**

### Salary

**3a**

### Reporting to

**Capital 6 Co-ordinator**

### Job Purpose

### Duties

#### Job Purpose

To ensure that the learning needs of Capital 6 students are met through identification, monitoring and intervention.

1. Work with the appropriate post-holders to identify students with specific learning needs, for example SEN, more able, well-being and behaviour.
2. Construct, monitor and evaluate individual action plans to support the needs of identified students.
3. Co-ordinate and supervise the independent study provision in Capital 6.
4. Implement strategies to effectively address attendance, punctuality and concerns regarding truancy of Capital 6 students.
5. Support the Capital 6 management team in ensuring the successful achievement and progress of KS5 students in a variety of study programmes.
6. To support the Director of Capital 6 with the implementation of the Academy Improvement Plan.
7. To support a culture of teamwork, professionalism and high expectations within the Capital 6 team.
8. To support the Capital 6 management team in the organisation and implementation of events relating to KS5.
9. To support the students with the transition between KS4 to KS5, Year 12 to Year 13 and Year 13 to post Year 13 destination.
10. To undertake such further activities as might reasonably be directed by the Principal.

### Person Specification

Competency	Essential	Desirable
Qualifications		
Experience	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills, including a polite &amp; confident telephone manner, particularly for dealing with parents and employers</li> <li>• Common sense and the ability to work smoothly and harmoniously with staff, pupils and outside contacts at all levels.</li> <li>• Ability to work under pressure and remain cheerful and composed.</li> <li>• Discretion and confidentiality in dealing with colleagues and pupils.</li> <li>• Ability to work under own initiative.</li> </ul>	
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Be aware of confidential issues linked to home / student / teacher / Academy work and to keep professional</li> </ul>	

	<p>confidences as appropriate.</p> <ul style="list-style-type: none"> <li>• Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.</li> <li>• Behaviour management issues, in particular knowledge of effective interventions for students with social, emotional and/or behavioural difficulties</li> <li>• The range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.</li> <li>• To agree annual performance targets with your line manager, with a view to own continuous improvement.</li> <li>• To take responsibility for own learning and development.</li> <li>• Willingness to obtain a nationally recognised First Aid certificate and to assist in the welfare of the students</li> <li>• To set a personal example that contributes to the positive ethos of the Academy.</li> <li>• Undertake any other duties that may reasonably be required by the Principal commensurate with the position.</li> </ul> <p><b>Success criteria</b></p> <p>To be individually agreed but will include reference to:</p> <ul style="list-style-type: none"> <li>• The effectiveness of systems designed to ensure excellent attendance and punctuality.</li> <li>• The quality of independent study.</li> <li>• The retention of post sixteen students.</li> <li>• The achievement of post 16 students.</li> <li>• The progression of post 16 students.</li> </ul> <p><b>Qualifications and professional development:</b></p> <ul style="list-style-type: none"> <li>• Evidence of recent study and/or continuous professional development in the field of working with young people.</li> <li>• Proficient in the use of data bases.</li> <li>• Other relevant qualifications</li> </ul> <p><b>Successful experience of:</b></p> <ul style="list-style-type: none"> <li>• Working with young people displaying a range of social, emotional and/or behavioural needs.</li> <li>• A broad based understanding of current educational issues and priorities.</li> <li>• Experience of working in a technology rich environment.</li> <li>• Ability to engage constructively with, and relate to, a wide range of young people and families/carers from different social and ethnic backgrounds.</li> <li>• Enthusiasm for and commitment to the achievement of the Academy's overall vision.</li> <li>• Vision, imagination and creativity.</li> <li>• Flexible, adaptable, results orientated and able to prioritise -</li> </ul>	<ul style="list-style-type: none"> <li>• Degree equivalent</li> </ul>
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	<p>resilient under pressure.</p> <ul style="list-style-type: none"> <li>• Determination to succeed and the highest possible expectations of self and others.</li> <li>• Ability to inspire confidence in staff, students and parents.</li> <li>• An excellent record of attendance and punctuality.</li> <li>• Hard working.</li> <li>• Good team player.</li> <li>• Autonomy.</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• Ability to lead, motivate and inspire students</li> <li>• Excellent communication skills, both verbal and written.</li> <li>• Excellent ICT skills.</li> <li>• Effective team worker: helpful, friendly and able to make good judgements and lead when required.</li> <li>• Adaptable, organised and able to work with minimum supervision.</li> <li>• Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence.</li> <li>• Approachable, flexible, calm and caring can-do attitude.</li> <li>• Understands the importance of confidentiality and discretion.</li> <li>• Keen to develop own skills.</li> </ul>	

Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.