

The Royal Alexandra and Albert School

Standards Support Officer Job Description



Job Title: Standards Support Officer

Contract type: Full-time, permanent

Reporting to: Director of Standards: KS3 or KS4

The Role

To support the Year Leaders in providing outstanding leadership of their year group and to foster a culture of high expectations and aspirations; to support students' personal development and well-being and ensure high standards of learning and achievement for all students.

They may also be required to undertake any of the duties delegated by the Headteacher.

Strategic Responsibilities

- Promote and demonstrate the highest standards of professionalism as a role model for colleagues and students.
- Adopt and embrace the objectives, values and vision of the school and Key Stage.
- Support the Director of Standards and Director of Inclusion to establish an efficient triage and referral system to identify appropriate interventions for students.
- Using research informed practice to improve standards in the assigned Key Stage.
- Contribute to the monitoring of student progress, behaviour and attendance by supporting the Director of Standards, Year Leaders and Director of Inclusion.
- Collaborate with the Director of Standards to design and implement a robust induction programme for in year new starters.

Operational Responsibilities

- Dealing with immediate behavioural or pastoral issues.
- Conducting preliminary investigations and presenting findings to the Year Leader for action.
- To support students who are in the Isolation area with any aspects of learning and recording of information i.e. interviewing a student and taking a statement to support an investigation.
- Undertake communication with parents as the 'first response' to incidents, to then be concluded by Year leaders or Form Tutors.
- Support students in order to build resilience and skills required to engage with learning.
- Communicating with and forming positive links with parents.
- Collaboration with the Year Leaders and Attendance officer to raise student attendance.



Ambition



Courage



Integrity



Respect

- As DDSL, work with families, the Safeguarding Team and other key colleagues to promote positive well-being of students in the year group.
- Coordinate the report system process as directed by the Director of Standards and Year Leaders.
- Complete patrols to uphold the standards for behaviour in the assigned Key Stage.
- Contribute to a rota of isolation supervision.
- Support the Year Leaders and Director of Standards to communicate successes through the weekly Parent Newsletter.
- Contribute to the planning and preparation of Key Stage and Year group events as required by the Director of Standards.
- To support the Senior Standards Support Officer in coordinating work for Internally Excluded and suspended students through communication with teachers and other key colleagues.
- To return work completed by students who complete an Internal Exclusion or suspended to teachers for assessment.
- To be accountable for the consistent and effective implementation of the School Rewards & Behaviour policy in order to meet the needs of all students and raise standards of achievement.
- Accurately record communications, support and behavioural issues on Go4Schools and SIMS.

Additional strategic and operational Responsibilities commensurate with the role to be agreed with the Headteacher/Deputy Head: Achievement, Standards and Inclusion.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



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