

HOUSE STUDENT SUPPORT ASSISTANT

Generic Job Description

ROLE

To run the House Office in an effective and efficient manner to help the school to achieve its aims and objectives as set out in the school development plan.

RESPONSIBILITIES

1. Ensure the effective operation of the administrative function of the House Office.

a. Attendance

- To monitor the attendance of students.
- Enter paper registers on computer system for teachers.
- To provide same day response to student absence by telephone or letter.
- Provide Senior Tutor with attendance data for the House.
- Inform Senior Tutors and the Attendance Family Worker of students whose attendance falls below 85%.
- Issue appropriate attendance standard letters and send copies to the Attendance Family Worker.
- Inform Senior Tutors of any patterns of absence or lateness.
- Meet with the Attendance Family Worker regularly to discuss the management of student absence.
- In collaboration with Senior Tutor provide support to students and parents to encourage good attendance.
- Complete Monitoring Standard form for year groups to coincide with the reports.
- Ensure Fire Registers are available and delivered during fire drills.

b. Reports

- Collate and package all reports to be issued on time in accordance with the reporting schedule.
- Ensure all separated parents receive a copy of the report.

2. Administrative support for Senior Tutor.

- Clerical support for Senior Tutor as requested.
- Issue and chase student Progress reports, IBP reports and PSP reports.
- Issue letters from Senior Tutors to parents to maintain good standards of behaviour and dress.
- Attend re-admittance meetings for excluded students.
- Attend and support as necessary the New Intake Evening.
- Attend and support as necessary the Year 6 Open Evening.

3. Other administrative support.

Tasks may include:

- Monitoring supplies and ordering equipment.
- Organizing, copying, distributing and posting of letters e.g. for praise and detention.
- Follow up on missed detentions.
- Follow up on missed revision sessions.
- Textbook distribution and collection at the end of the year.

The above list will need to be regularly reviewed.

4. Outside Agencies

Liaise with and provide student information for:

- Secondary Support
- Youth Service
- School Nurse
- Brookside Family Consultation Clinic
- Social Services
- Police
- Charities
- TaMHS
- Attend regular Caring Professional Group meetings to enable to provide the best support for students.

5. To liaise with parents

- To act as first point of call for all parental enquiries and complaints regarding the Pastoral care of their children.
- To deal with those issues that are manageable and to pass on to the appropriate member of staff matters of significance.
- Maintain a good relationship with parents.
- Parental Surveys – Telephone and email parents.

6. Provide support for students

- Deputise in the absence of Senior Tutor.
- To assist the Assistant Principal and Senior Tutor in effectively implementing the behaviour management programmes for students.
- To implement the school's policy regarding the emergency withdrawal of students from a classroom.

- Telephone parents to advise them of poor behaviour.
- Follow up incidents of behaviour, witness statements, talking to students.
- Collate work for students in isolation or absent on long term sick.
- Set up Whole School and Curriculum detention.
- Issue and Log plimsolls/uniform issues.

7. Education Transport

- Forward details of complaints to Education Transport as necessary.
- Issuing of temporary bus passes.
- Managing records of students on each bus.
- Implement behaviour disciplinary procedures.

8. To ensure that the school's Child Protection policy is effectively implemented.

9. Attend Training sessions as directed.