



WE ARE ASTREA

**STUDENT SUPPORT OFFICER
APPLICANT BRIEF**

LONGSANDS ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Principal

I am delighted that you are interested in applying for the post at Longsands Academy, part of the Astrea Academy Trust since 1st September 2018.

Longsands Academy is a successful, fully inclusive secondary school at the heart of its community. We pride ourselves on providing an engaging and supportive environment in which our students feel empowered to reach and embrace their full potential with confidence. Our staff are committed to nurturing the abilities of every child with a curriculum which promotes academic excellence and recognises the distinct uniqueness of our students. The opportunities we provide allow all students to showcase their talents, whether through the traditional school day or as a result of the wealth of extra-curricular activities that we provide. We are extremely proud of the achievements of our students that are a result of the high expectations of behaviour, learning and teaching and the strong, supportive relationships that exist between staff, students and their parents/carers. Furthermore, in order to develop the important qualities of independent learning and resilience, our students are encouraged to take responsibility for their learning both in and out of lessons.

The Academy has approximately 1396 students on roll in Years 7-11 with a further 329 students attending the Longsands Sixth Form and partner providers of post-16 education including Stageworks.

Our aim is that when students leave the Academy they are equipped with everything they need to reach their potential and become happy, successful, resilient adults and positive contributors in society. A talented and committed body of staff is driven by a relentless desire to ensure that our core purpose, to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility, is a lived reality.

As such, we are committed to develop our staff to be the very best that they can be by striving to ensure that all of our colleagues can access Continuous Professional Development (CPD). Our CPD programme is both department-based and in collaboration with academies within the Astrea family and external partners. Wide-ranging opportunities for professional development are available for staff at all stages of their career, including ECTs, experienced classroom teachers, middle and senior leaders and support staff.

I look forward to receiving your application.

Neil Owen
Principal at Longsands Academy



JOB DESCRIPTION

SALARY	£16,301 (actual)
CONTRACT TYPE	Fixed-term (Maternity Cover)
WORKING PATTERN	Full time, term time only
HOURS PER WEEK	37

Purpose

The Student Support Officer will make a major contribution to the Student Services team and the management of the overall learning and development of students in their allocated year group. S/he will co-ordinate her/his work with the relevant Head of Year and the Assistant Principal (Pastoral).

The Student Support Officer will be expected to represent the values and ethos of the Academy to students and their parents and work towards establishing the best possible conditions for successful learning.

Key Responsibilities

- To provide support in the student services hub to all students
- To provide support around the site for teachers in relation to student behaviour
- To monitor attendance for their allocated year group in collaboration with the Attendance Manager
- To liaise with parents and students in relation to low level attendance concerns
- Following liaison, to send attendance letters to students in their year group
- To organise parent/carer consultation events with the relevant Head of Year
- To support year group parent/carer events
- To assist with the organisation of year group events for example; rewards, prefects, student leaders
- To support Heads of Year at agency meetings and take notes if required
- To upload information to MIS relating to meetings or reflection room records
- To carry out year group filing
- To provide cover for other student support officers in their absence
- To triage email queries from parents
- To assist Heads of Year with the organisation of remote learning plans for students who are unable to be in school
- To organise data and information to assist Heads of Year in monitoring behaviour, attendance and academic progress
- To contact parents if a student needs to go home during the school day (unless for a serious first aid incident)

Other Duties

- Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held
- Safeguard and promote the well-being of students and staff in all aspects of the performance of this role
- Follow Child Protection and other agreed procedures e.g. relating to the organisation of trips and visits
- Undertake such other duties as the Principal may reasonably require



PERSONAL SPECIFICATION

Experience

- Experience of working with students to address issues affecting their learning
- Understanding in broad terms of the Academy's pupil/student support systems
- Experience of behavioural or similar intervention
- General understanding of current issues in teaching and learning at Longsands
- Initial experience of liaising with external agencies

Qualifications

- Good general education to at Grade C or above in English and Maths.
- Evidence of learning new skills in current or recent post

Behaviours

- Ability to make a strong contribution to the team and make the most of opportunities for delegated responsibly
- Understanding of the place of within a student's overall educational experience
- Ability to use data to identify students whose progress requires focused attention and provide appropriate guidance and intervention including behavioural support
- Readiness to support events including parents' evenings, charity events and other activities
- Good oral and written communication skills
- Good ICT skills
- Experience of data analysis
- Ability to communicate well with students, parents & staff
- Good time-management skills
- Willingness and ability to cope effectively with students whose conduct can be very challenging

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks.