***JOB SPECIFICATION***

***POST: STUDENT SUPPORT OFFICER***

***Salary Scale Level 7 (scp 25-28) pro-rata***

***Actual Salary £20,122-£22,170***

***37 hours per week Termtime + INSET***

***(8.00 am-4.00 pm Monday-Thursday; 8.00 am-3.30 pm Friday with 30 minute lunch break)***

***Purpose of the Post***

To be responsible for providing a complementary service to the school in addressing the needs of students who need help in overcoming barriers to learning due to their particular behaviour difficulties. The Student Support Officer will work with a Head of year and the wider pastoral team.

***Principal duties and responsibilities***

* To improve the behaviour and wellbeing of individual students, by developing approaches based on existing good practice in managing and support students with emotional and behavioural difficulties
* Working with all staff to promote the effective use of behaviour management strategies
* Working alongside parents in helping them to support the work of the school in improving individual students’ behaviour and ensuring that there are effective lines of communication operating between school and home
* Work directly with individuals or groups to raise self-esteem and confidence of students with a view to improve personal and social skills
* Monitoring progress in improving behaviour and maintaining improvements made
* Support parents and students by liaising with identified outside agencies
* Mentoring on a 1:1 basis and supporting work with small groups of students within a year group
* Promoting and encouraging programmes of study support in school
* Completing duties and patrols in line with behaviour policy
* Maintaining contact with students who are given fixed term exclusions due to behaviour issues and supporting their re-integration

This is not a complete statement of all duties – the postholder will be expected to complete other duties reasonably required by Head of Year.

*This school is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.*

*jmb/JobDescriptionJan19*

*13 December 2018*