

**JOB DESCRIPTION**

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| **Job Title:** | Student Support Worker – Lower School |
| **Grade:** | G |
| **Hours:** | 37 hours per week |
| **Working Weeks:** | 43 weeks per year |
| **Responsible to:** | Head of Upper/Lower School |
| **Direct Supervisory Responsibility for:** | None |
| **Indirect Supervisory Responsibility for:** | None |
| **Important Functional Relationships:** | Internal: Students, other Student Support Workers, Student Support Coordinator, Student Services Team, Deputy Headteacher, Assistant Headteacher (SENDCo), Business Manager, PA to the Headteacher, School Staff, Governors.  External: Primary Schools, LA Representatives, External Service Providers and Suppliers, Parents, Visitors to the School |

**Main purpose of the job**

* To take a pro-active role in the support of the educational, social, welfare and physical needs of the students and assist the Head of Lower School in managing the pastoral office to ensure that all students succeed.
* To support the Head of Lower School to ensure excellent student attendance and punctuality
* To work with the Assistant Headteacher and Head of Lower School to support the effective transition of children from their primary school.

**Duties and responsibilities:**

**Welfare and Behavioural**

1. Respond to the daily needs of students, using a student centred ‘thrive’ approach to enable students to succeed.
2. To offer support to Lower School students, as requested or where there are concerns for a student’s wellbeing
3. Supporting all staff in maintaining a positive learning environment and a positive ethos around the school. Dealing with day-to-day conduct issues by implementing the school’s policies.
4. To assist and advise individual students in managing their behaviour in order to improve conduct and not inhibit their learning in lessons
5. Establish good working relationships with teaching staff and other relevant agencies to ensure that students learn effectively behave appropriately and attend regularly.
6. Liaise with the Head of upper/lower school/Assistant Headteacher (DSL) when students’ conduct gives rise for concern.
7. As directed by line manager, liaising with Educational Welfare Officer, the School Nurse and Student Services Team on a weekly/daily basis to discuss appropriate issues.
8. To take part in any relevant meetings, including multi-agency, to assist with student welfare (e.g. TAC / ChIN meetings).
9. Promote a positive co-operative partnership between the home and school. To maintain regular contact with families/carers of students requiring extra support with their behaviour/social skills to keep them informed of the students’ needs and progress. To communicate clearly, effectively and promptly with parents as appropriate, keeping them fully informed of issues affecting students’ progress and welfare.
10. Assist the Designated Safeguarding Lead in making safeguarding referrals.

**Attendance**

1. To monitor student attendance and work closely with families to ensure excellent student attendance and punctuality.
2. To liaise with the Student Support Coordinator regarding late arrivals and absences of pupils during the day (sickness, medical appointments etc)
3. To identify underlying issues affecting students’ attendance, and to pass on information to parents and members of the pastoral team as appropriate and in accordance with the school’s pastoral policies and procedures.
4. To liaise with other Student Services staff to ensure vulnerable students are closely monitored at all times.
5. To undertake regular communications with teachers, Mentors, House Leads, SENDCo, Teaching Assistants and staff working with pupils with poor attendance to ensure adherence to the school’s policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
6. To liaise with the student services team in monitoring students that report with medical issues and deal with appropriately e.g. sickness notes, monitoring going home.
7. To network with internal and external health/support agencies on a regular basis. To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of the Leadership Team.
8. To work with the school management team, the SENDCo, teaching staff and the relevant LA advisers so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school’s existing policies and processes.

**Primary School Transition – Year 6 to 7**

1. Provide support throughout the academic year to ensure that Year 7 pupils settle into their new environment easily and quickly.
2. Broker primary-secondary partnerships that respond to the needs of the cluster and individual schools.
3. Liaise with the PA to the Headteacher, partner primary schools and other local schools to arrange for pupils to visit Humphry Davy School
4. Organise and coordinate various induction events, including parents’ evenings and welcome days
5. Ensure that transition activities and events are within the designated budget
6. Continuously liaise with the AHT Primary Transition and feeder schools to facilitate the smooth transition of pupils from primary to secondary school.
7. Discuss the transition process with primary school staff and Year 7 tutors, as well as pupils in Year 5 and 6
8. Work alongside the AHT Primary Transition and Head of Lower School to place pupils in appropriate house groups
9. Work alongside the AHT Primary Transition in order to obtain information regarding new intake pupils from partner primary schools.
10. Discuss any problems regarding new pupils, such as medical or behavioural issues, with primary schools.
11. To challenge, support and motivate students in order to promote resilience and reinforce self-esteem.
12. To be responsible for promoting and safeguarding the welfare of students;
13. Monitor progress of Year 7 pupils to ensure they are on target
14. Organise ‘Meet the Mentor’ and question and answer sessions for new pupils and parents

**General**

1. Co-ordinate with other Student Support Workers to run the upper/lower school student office; assisting the Head of Upper/Lower School on a day-to-day basis.
2. Exercise initiative and to act as a good role model for students.
3. To use school data systems to help monitor progress and success.
4. Prepare data and gather evidence for the Leadership Team as directed.
5. To liaise with the Student Support Worker (Inclusion) and other alternative provision as needed to ensure that barriers to learning are reduced.
6. To assist with lunch and break time supervision of students as needed.
7. To maintain a good relationship with colleagues and work together as a team.
8. To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures.
9. To provide assistance with First Aid where necessary.
10. To provide assistance at school events (including evening events).
11. To attend staff meetings and school based INSET as required.
12. Liaise with the SLT line manager as directed.
13. To be responsible for your own continuing self-development, undertaking training as appropriate.
14. To undertake any other role as reasonably requested by the Line Manager.

**PERSON SPECIFICATION**

**Job Title:** Student Support Worker

Date Prepared: April 2019

Prepared by: Business Manager

Job Evaluation: 003149

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Relevant Experience** | Previous experience of working with children and/or vulnerable families  Handling confidential information | Experience of working in a multi-agency context.  Working within a school environment | Application form.  Interview. |
| **Education & Training** | Good levels of literacy and numeracy equivalent to Grade C or above in English and Maths at GCSE  Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude. | Safeguarding training  Level 3 qualifications e.g. A Levels or BTEC National Diploma | Application form.  Interview. |
| **Special Knowledge & Skills** | Counselling and Mentoring Skills  Organisational skills.  Good communication skills.  Good ICT skills.  Excellent time management and organisational skills  Understand and implement basic safeguarding principles | Knowledge of issues relevant to education and child development.  Efficiently collate and analyse data | Interview.  Application form. |
| **Any Additional Factors** | Solutions focussed approach  Committed to CPD.  High expectations of self and professional standards  Able to prioritise between different demands.  Able to work to deadlines.  Self-motivated, and able to work in a team as well as work independently  Able to write reports using/analysing data as needed.  Understand how to deal with confidential information and understanding of data protection.  Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.  Able to deal sensitively with students and staff.  Interested in children and education.  Able to promote good behaviour consistently.  Able to plan and take control of situations.  Committed to contributing to the wider school and its community.  Patient and friendly approach.  The ability to maintain successful working relationships with other colleagues.  Able to work flexibly e.g. attending parent consultation meetings, in addition to managing a demanding workload | Able to work without supervision. | Interview. |