STUDENT SUPPORT OFFICER

JOB DESCRIPTION

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| Line Managed by: | Director of Well-Being |
| Line Manager for: | n/a |
| Salary Scale: | NJC Grade 8 (pt range 26-28)  £31,548 to £33,291 (pro rata) |
| Hours: | Full-time -36 hours, 44 weeks per year  (term-time + 5 weeks) |
| Annual Leave: | Taken within school closure periods only |
| Contract | Permanent |

**Job Purpose**

The post involves working closely with the Director of Wellbeing who will be your line manager. You will also work alongside Phase Leaders, the pastoral and Inclusion teams to manage specific year groups and support all pupils in achieving their full potential. The role of SSO involves removing barriers to learning and providing intervention strategies for wellbeing and positive behaviour. The SSO will provide a strong positive role model to students and develop a positive ethos within the existing pastoral system.

**Specific Duties:**

* To coordinate the effective use of LEA support agencies and to be the link person for designated students with multi-agency teams e.g. Social Services, Educational Welfare, Behaviour Support, Inclusion Team, Educational Psychologist and CAMHS. To attend multi-agency meetings and other borough liaison meetings to support the education of individual pupils.
* To coordinate and be proactive in providing and delivering a range of wellbeing and resilience programmes for vulnerable and challenging pupils and to continually monitor and evaluate these.
* To be proactive in setting up Pastoral Support Plans (PSPs) and liaising with parents and multi-agency teams to support the education of individual pupils.
* To work closely with the Inclusion Director and SENCO to identify and support students on the SEN register with designations of Social, Emotional and Behavioural Difficulties (SEBD) and Attention Deficit Hyperactivity Disorder (ADHD) and Aspergers Syndrome/Autism in year 6 and to plan a clear transition programme working with the primary schools, families and support agencies for their effective integration at secondary school.
* To monitor student attendance and meet regularly with the Family Support Worker to discuss individual students.
* To liaise with the Restart Centre Manager regarding referrals and student progress and their reintegration back into lessons.
* To maintain pupil records and provide information on designated students to Phase Leaders, Leadership Team, Governors and other related pupils services and keep accurate and up to date records of pastoral, behaviour management and attendance intervention and its impact.
* To promote positive behaviour management through the use of restorative approaches.
* To take responsibility for investigating and dealing with incidents of misbehaviour according to school policy and recommending further action including liaising with key staff and informing parent/carers.
* To contribute to and develop the peer/buddy support system.
* T Provide transition support to the Admissions Manager, including the conducting of admission meetings.
* o manage the effective integration of students admitted to the school mid-year. Provide transition support to the Admissions Manager, including the conducting of admission meetings.
* To liaise with parents and carers regarding pupil safeguarding, wellbeing, behaviour and attendance issues and arrange for work to be provided in instances of external exclusions or long term absence; including liaising with link schools
* To be responsible for informing staff of pupils on report and monitoring their progress.
* To support the Phase Leaders with specific year activities as required. This may include academic tutoring days, parents evenings, information evenings, review and award assemblies etc.
* Monitor pupil attendance at lunchtime and after school detentions and investigate non attendance.
* To attend and support Phase Leaders at year meetings with form tutors according to the meeting schedule and to deputise for the Phase Leader in their short term absence.
* Contribute to supervision arrangements during lunch and break times.
* Participate in the school’s performance appraisal system.
* Undertake other work of an appropriate nature, in the interests of the school, according to the grade and responsibility of the position.
* Provide transition support to the Admissions Manager, including the conducting of In-Year admission meetings.
* To undertake other additional reasonable tasks as may be required by the school at the discretion of the Line Manager and Headteacher.