



**Location:** Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

**Salary:** Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

**Hours of work:** 37 hours per week, term time only (8am – 4pm Monday – Thursday, 8am – 3.30 pm Friday - but with the ability to be flexible according to need)

**Responsible to:** Senior Leader (with responsibility for Inclusion) / Operations Manager

**Post objective:** To contribute to the team of House Support Officers, and work alongside, staff, parents and students. The underpinning value of the work is to ensure that every student achieves their potential through the provision of targeted support and intervention, working with the school's pastoral leaders. In consultation with the Heads of House, the House Support Officer will contribute to all aspects of students' well-being and achievement.

The role will involve a mixture of dealing with parents, with students' behavioural and attendance issues, intervening with difficulties around the school in terms of pastoral support and supporting the work of the inclusion team.

Main Duties and Responsibilities:

- Being the main contact for parents/carers during the school day
- Supporting the Heads of House in monitoring attendance and punctuality of students
- Investigating specific behaviour incidents, taking statements from students where appropriate, and preparing accurate and appropriate documentation to report findings to Heads of House
- Supporting the DSL by ensuring all safeguarding issues are dealt with and recorded in line with school policy and procedures
- Working on school attendance as necessary e.g. first day contact for targeted cohorts of students
- Maintaining accurate information on student records
- Attending meetings regarding student support as required, taking minutes if necessary and circulating as appropriate
- Assisting the Heads of House in the preparation of reports/interim reports for external agencies and parents
- Assisting the Heads of House in behaviour monitoring
- Analysing data from SIMS to identify barriers to a student's learning and to inform the delivery of timely intervention

- Organising work for students who are excluded for longer than 5 days
- Ensuring confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information.
- Liaising daily with Heads of House regarding students in their House
- Dealing with the successful transition for in year admissions.

### Emotional Support for Students

- Working with identified students or groups of students
- Communicating with parents and staff regarding the time, duration and completion of sessions
- Liaising with staff about the strategies given to students to support them
- Contributing to referrals made to external sources of support

### General

- Managing the supervision of students outside the classroom, including lunch and break duty and supporting the on-call system
- Ensuring regular contact is made with parents/carers relating to support strategies, pastoral issues that arise during the school day including behavioural issues
- Liaising with external support agencies for students, including careers
- Contributing to the organisation of arrangements for events.
- Assisting and helping students with their enquiries or problems, including the administration of first aid (training provided if required)
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Participating in training and other learning activities including performance development, including DSL training

**This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.**



# Tupton Hall School

REDHILL ACADEMY TRUST

## HOUSE SUPPORT OFFICER

### Person Specification

	Essential	Desirable
<b>Qualifications / Knowledge / Experience</b>	<p>Level 3 qualification or a minimum of 3 years' experience in a similar role</p> <p>5 GCSE's (Equiv. A* - C) including English and Maths</p> <p>Competent in the use of Microsoft Office applications</p> <p>Background knowledge of relevant pastoral work</p>	<p>Experience of working with secondary school aged students in a learning centred setting</p> <p>Training in relevant strategies for supporting safeguarding and Child Protection</p> <p>Understanding of relevant policies/code of proactive and awareness of relevant legislation</p> <p>Understanding of legislation in respect to safeguarding issues e.g. Prevent, ACE's, mental health of young people.</p> <p>Working Knowledge of SIMS Application and/or Class Charts Application</p>

<b>Skills / Abilities</b>	<p>Ability to prioritise tasks, manage time effectively and meet deadlines</p> <p>Ability to cope effectively in a busy, demanding role</p> <p>Proven ability to maintain confidentiality in all aspects of work</p> <p>Ability to manage stakeholders and third-party service providers</p> <p>Competent in the use of ICT including setting up and management of on-line documents and spreadsheets</p> <p>Proven ability to maintain confidentiality in all aspects of work</p>	
<b>Personal Qualities</b>	<p>Excellent communication skills both oral and written to be able to communicate with stakeholders at all levels</p> <p>Able to provide a high level of customer service to stakeholders</p> <p>Able to adapt to work alone, using own initiative and within a busy diverse team</p> <p>Flexible approach to working hours and positive attitude to work</p>	
<b>Specific Requirements</b>		<p>Confidentiality and an awareness of data protection legislation in schools</p> <p>Awareness of safeguarding procedures in schools</p> <p>Undertaken Child Protection Training and familiar with current frameworks</p>