Job Description

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| Post | Student Support Officer |
| Pay Scale | Grade 5 SCP 9 - 17 |

This post is subject to Support Staff Pay and Conditions. The post holder is expected to uphold the Professional Standards.

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| **High Standards** | * Set high expectations for students
* Support students to develop their knowledge
* Support students in there relevant AP setting
* Make and contribute to the school ethos
* Support students in and out of the classroom
* Ensure students can access the learning environment
* Supervise students on a 1:1/small group basis as required
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| **Daring to Dream** | * Support students to have high aspirations
* Support students to love learning
* Support students learning beyond the AP setting
* Set students challenging targets
* Ensure Key Working is effective and aspirational
* Be a successful role model for students
* Ensure students have CEIAG and support future destinations, including arranging interviews/visits
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| **Traditional Values** | * Support students to learn in a safe environment
* Generate positive attitudes and behaviours
* Support students to be responsible for their learning
* Demonstrate a firm but fair approach to students
* Deal with behaviour in line with school/setting policies
* Lead by example by having excellent attendance
* Treat others with dignity and respect
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| **Success** | * Support outstanding attainment and progress
* Provide cover for classes if required
* Share success with students
* Praise the achievement of students
* Understand how you contribute to student outcomes
* Effectively safeguard students
* Support the school/setting systems including rewards
* Participate in relevant duties or training as directed
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| **Personalised Support** | * Support individual needs of students
* Plan, lead and record weekly key work sessions
* Be aware of how students learn and difficulties they might have
* Be aware of how to cater for PP, SEN, EAL students
* Demonstrate positive relationships with students
* Be the key point of contact for parents
* Communicate with parents regularly
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Personal Specification

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| Skills | Assessed |
| Qualifications* English and Maths GCSE (C or above/Grade 4 or above)
* Relevant qualification in supporting learning
 | AF AF |
| Experience* Evidence of working successfully with young people who have challenging behaviour or have been excluded from school
* Evidence of supporting young people in a learning environment
* Attended courses that can aid the development of young people (for example counselling, mentoring)
* Demonstrate your ability to overcome a difficulty
 | I, RAF AFAF |
| Knowledge* To understand young people with challenging behaviour
* Be able to apply the schools/providers polices effectively
* Understanding of working in a setting to educate young people
* Understand how to support a young person in and out of the classroom/learning environment
* Understands how to effectively safeguard young people
* Ensure that students can learning an a safe environment
* To complete monitoring and assessment of students as required
* To work in effective partnerships with Alternative Providers
 | OAF, R AFO RIII |
| Leadership* Has high standards and expectations of yourself
* Set high standards for others
* Is a motivator of others
* Can inspire young people to dream big
* Is an effective team player
* Has integrity and accountability
* Has excellent intra/interpersonal skills
* Does not shy away from a challenge
* Is able to de-escalate situations with students
* Liaise with other professionals
* Complete relevant documentation as required
* Ensure that the curriculum is effective and appropriate
 | AF O O III, R II, RI, RIIO |
| Supporting Learning and Teaching* Excellent Literacy and Numeracy skills
* Strong communicator
* Can work with young people in a range of settings
* Can form outstanding relationships with young people
* Has excellent time management and organisational skills
* Strives to drive achievement and standards
* Is resilient and possess an excellent sense of humour
* Will embed the school ethos into all aspects of school life
* Provide additional support the provision
* Check attendance and engagement daily
* Visit provision at least weekly
* Provide integration, re-integration and transition support
* Contribute to student reports
* To work in any schools within the trusts or to support/visit any AP providers as directed
 | AF I O O I, R IOR IIIII |

*AF – Application Form, I – Interview, O – Observation, R – Reference*

Complete any additional duties within the job profile as directed by the Principal.