

Information Pack for

Student Support Officer



FORTIOR·QUO·PARATIOR
The Better Prepared the Stronger



Hornsey School for Girls

Inderwick Road, Hornsey, London, N8 9JF

Headteacher – Ms Kuljit Rahelu

www.hsg.haringey.sch.uk



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Headteacher's Welcome

Thank you for considering our school as your next career move. We are a unique provision in the borough of Haringey as the only Girls School in the borough. We are a community school and when you join us, that is what you become – part of a caring, aspirational community with supportive colleagues and awesome students at all levels.



Hornsey School for Girls lives and breathes its motto – ‘The better prepared the stronger’ We recognise that our students have limitless potential and our school will create, through its experiences and teaching, the next generation of leaders, innovators and social change. We know that in extremely competitive environments in the workplace as well as academically, preparation to succeed is critical. Academia is important to us – but not at the cost of the emotional wellbeing of our school community. For students this means we support their wellbeing every step of the way. We also value our staff team. We want all of our team to have a healthy work/life balance and have a confidential employee assistance programme in place.

The school is a 6 form entry comprehensive. Our standards and expectations are high of all – we are not the school for you if meeting expectations including above average outcomes for exam classes is not your priority. It absolutely is ours, and we manage this by giving you the tools and resources you need to enable this to happen. Our outcomes at Key stage 4 have consistently been above average since 2016. This is a trend we intend to keep and we can only do this by supporting and enhancing our greatest assets – our diverse staff and student body.

You join us knowing you join a ‘good’ school. This school is a dynamic and exciting learning environment with creative teaching and learning as the norm. Our students are bright, articulate and intellectually curious about the world we live in. They are committed to social justice and they are supported in this by a broad curriculum which allows them avenues to flourish, explore their passion and experience the diversity of the world around them. If this sounds like the kind of school you want to work in, then we would be delighted to receive your application.

We look forward to receiving your application.



Kuljit Rahelu

Headteacher



Bradley Fage

Chair of Governors

Hornsey School for Girls

The Better Prepared the Stronger

Ethos

Our key priority is to ensure high achievement for every girl at Hornsey. Through high standards of teaching, our broad and balanced academic curriculum and our extensive opportunities we inspire every young woman to raise her expectations and to be ambitious to fulfil her potential. We foster a love of learning for all of our students and encourage creativity and innovation across the curriculum.



As an international school, Hornsey students are encouraged to participate in national and international issues with integrity and confidence. We believe that every student has an opportunity to have an impact in influencing the world around us and we nurture leadership qualities in all of our students.

Our safe and welcoming school ethos is conducive to effective learning enabling every student to thrive in a calm and purposeful atmosphere. We foster healthy relationships, resilience and collaboration between students in order to prepare them for their world of tomorrow as well as today.

Values

- 1. Have respect for all.** Treat everyone and everything around you with the highest respect.
- 2. Show kindness to everyone.** Celebrate everyone for who they are including their race, culture, ability, sexuality and individuality.
- 3. Give 100%.** Work hard in lessons and at home; give everything you do your absolute best at all times.

Work Life balance – reasons to work with us

Our school is committed to ensuring all employees have support and guidance to ensure their mental wellbeing and work life balance is healthy. Additionally the school offers:

20% PPA as standard

Meeting schedules and timeframes shared at the start of the year to enable planning

Directed time used to support CPE as well as operational management

Welcomes flexible working applications and agree all those that meet the business needs of the school

Centralised detention systems to reduce demands on middle leaders

Staff consultation group

JOB DESCRIPTION - Student Support Officer

Job Title: Student Support Officer	Salary range: S01	Hours: 36 hours x 52 weeks per annum.
Colleagues may be required to work out of hours by negotiation, Colleagues are also welcome to apply for flexible working.		
Line managing (direct): There are no line management responsibilities in this post.	Reporting to: Student Services Manager	
Job Purpose: To provide support to Directors of Learning in each Key Stage. This includes responsibility for management, administration and pastoral support, supervision of students through the day and preparation and collation of student information. To eliminate barriers to learning by ensuring that the school works in partnership with families, parents and carers so that every student can achieve and realise her potential. The focus of the role is enable learning to take place through developing strong links between school, home and external agencies where required.		
Core responsibilities (exact responsibilities to be agreed on appointment): Provide administrative support to Directors of Learning in the effective management of year groups to realise student achievement. This will include organising and minuting meetings as required, production of high quality and timely letters, reports, profiles, references and career guidance, concerning student progress and attainment, record keeping and filing – both electronic and hard copy. Work closely with the Attendance Officer, Directors of Learning and the Student Services Manager to identify students at risk of underachievement as a result of poor attendance and/or external issues. Put into place strategies to address these issues including individual support to students, group support and family programmes. Ensure behaviour interventions and rewards are implemented in accordance with school policies. Promote high standards of behaviour and learning, supporting and monitoring interventions for behaviour, learning, attendance, achievement, etc., for each key stage. Supervision of students as required throughout the school day, including break, lunchtime and after school. Be responsible in the first instance for students who are casual admissions in the key stage including communicating with relevant staff, liaising with families and tracking student progress. Work with the designated Director of Learning to ensure a smooth transition by students from one key stage to the next (2 to 3; 3 to 4; 4 to 5). This will include different tasks according to key stage but may involve visiting schools, options advice, post 16 courses advice and careers & further education guidance. Act as a Key Worker to designated students. With the Student Services Manager, ensure that the maximum number of families are supported to claim their free school meal entitlement. Based on an analysis of need, develop parent support programmes that can be delivered at school or within the local community. Be on the First Aid rota. Take a lead role in the safeguarding and child protection arrangements of designated students. This will include all administration, detailed record keeping and regular communication with relevant others.		

JOB DESCRIPTION - Student Support Officer

Job Title: Student Support Officer

Core responsibilities (exact responsibilities to be agreed on appointment):

Liaise with external agencies as required, including social services and police.

Ensure that Child Protection cases are dealt with efficiently and quickly and take a lead role in dealing with individual cases.

Undertake Health & Safety duties as directed by the School Business Manager to ensure that the school meets its duty of care to all students, staff and visitors. The post holder will be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership team in an emergency.

The Student Support Officers will shadow each other and the attendance functions of the Attendance Officer.

Other Duties:

Assist in the supervision of students as required, for example in exams, on trips and at break times.

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.

Ensure all work is appropriately documented and kept up-to-date.

Keep abreast of current legislation and developments in relation to finance and attend training where appropriate.

Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This role is subject to an enhanced DBS check.

PERSON SPECIFICATION — Student Support Officer

	Essential or Desirable
Qualifications & Experience	
<ul style="list-style-type: none"> • Degree or other relevant Level 4 qualification. • Minimum Level 2 Grade C or equivalent qualification in English and Maths. • At least 3 years experience of working with children, young people and their families in a school, youth or voluntary setting. • Knowledge and experience of procedures and legal requirements related to Child Protection, Safeguarding, Attendance, admissions and exclusion. • Outstanding record of attendance and punctuality. • First Aid qualification 	<ul style="list-style-type: none"> • Desirable • Essential • Desirable • Desirable • Essential • Desirable
Skills & Aptitudes	
<ul style="list-style-type: none"> • Exceptional skill/aptitude levels in dealing with adults and young people. Outstanding interpersonal skills. • Ability to work with a wide range of individuals and external agencies. • Exceptional interpersonal skills and team leadership. • Outstanding communication skills. • Outstanding administrative skills. 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Desirable
Personal Qualities	
<ul style="list-style-type: none"> • High levels of integrity, trust and endeavour. • Ability to maintain confidentiality and discretion at all times • Self confidence and a calm approach when dealing with challenging and difficult circumstances • A sense of ambition and empathy for all learners. • A self starter who can set and meet deadlines; a problem solver who always wants to achieve better levels of service. • Approachable, flexible and with sound judgement. • Is able to deal with difficult or hostile conversations and remain calm in stressful circumstances. 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Desirable • Desirable • Essential • Essential

PERSON SPECIFICATION — Student Support Officer

Other Requirements	

CONFIRMATION OF JOB DESCRIPTION AND PERSON SPECIFICATION

POST:

NAME:

I confirm that I have read this job description and person specification

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Signatures:

The job description is current at the date below but may be reviewed, in consultation with you, and may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Date