

## **Job Description**

### **Post 16 Student Support Officer**

**SCHOOL:** Redland Green School

**GRADE:** Bristol Grade 7

#### **Purpose of the Job**

- Work with SSL and Academic Mentors to support the academic work and progress of a caseload of targeted students (primarily drawn from those who are in receipt of the bursary, qualify for free school meals and/or have English as an additional language)
- To deliver appropriate intervention strategies under the direction of SSL and academic mentor.
- Inspire, challenge and motivate students within their caseload.
- Act as a contact with families of disadvantaged students in Post 16
- Work with Post 16 team to deliver enrichment and careers events and activities.
- Contribute to a healthy, safe and stimulating environment for all Post 16 students

#### **Liaising with**

AHT Post 16, Deputy Leader Post 16, Academic Mentors, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, external agencies and parents

#### **Operational / Strategic Planning:**

- Support SSL and AHT in reviewing bursary spending and contribute to ensuring that it is spent effectively to support the learning of those who qualify
- Contribute to effective careers and next steps planning with students which develops and promotes the range of opportunities available to all students when they leave us.

#### **Staffing/Student relations:**

- To promote teamwork and to motivate students to ensure effective working relationships.
- To continue your professional development as agreed with your line manager
- To undertake Performance Management Review(s) with your line manager
- Act as a contact for families of students in your caseload.

#### **Communications & Liaison:**

- To ensure effective communication / consultation as appropriate with the parents/carers/teachers of students.
- To attend meetings on behalf of the RGS learning Community

- To contribute to the planning and delivery of school liaison activities.
- To contribute to talks and assemblies.

**Management of Resources:**

- Work with SSL and AHT (Post -16) to monitor the impact of bursary spending.

**Care, Guidance & Support:**

- Support SSL in monitoring and supporting student wellbeing.

**School Ethos:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To actively promote the school's policies.
- To comply with the school's Health and Safety policy and to undertake risk assessments as appropriate.

**Notes:**

- 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 is current at time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the job title and grade.

**Safeguarding Statement:**

The Gatehouse Green Learning Trust is an equal opportunities employer in line with the 2010 Equalities Act. We welcome applicants regardless of any human difference. We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for the successful applicant.

The successful applicant will be required to undergo an enhanced DBS check. GGLT comprises Ashton Park School, the outstanding rated Redland Green School and three south Bristol primaries. Your contract of employment is directly with Gatehouse Green Learning Trust ("the Trust"). Your main place of work will be Redland Green School but you may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment.

## Person Specification

		Essential	Desirable
Qualifications:	Level 3 Qualifications (A level or equivalent)	Y	
	GCSE Grade C/4 English and Maths (or equivalent)	Y	
	Degree status or equivalent		Y
Experience of:	Being a student in a Post 16 setting and/or higher education	Y	
	Active membership of a student council or students' union		Y
	Presenting engagingly to small and medium sized groups of young people	Y	
	Working effectively with young people	Y	
	Organising events and activities in a school/college/HE setting		Y
Skills, attributes and dispositions:	Creativity, originality, ability to think and act innovatively	Y	
	Excellent communication (esp. verbal, written and ICT) skills, particularly with young people	Y	
	Ability to build professional relationships with young people from a wide range of cultural backgrounds	Y	
	Ability to inspire others and act as a mentor	Y	
	Ability to manage workload and prioritise tasks	Y	
	Commitment to high professional and personal standards of work and conduct	Y	
	Ability to speak Somali		Y
Knowledge and understanding relating to:	Commitment to inclusive education and an understanding of the barriers which exist for students from lower income backgrounds	Y	
	Ability to work as a member of a team and independently	Y	
	Ability to contribute to day to day activities of a school Sixth Form	Y	
	Awareness of importance of measures in place to safeguard students	Y	



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