

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Student Support Officer	<b>Location</b>	The Hart School, Rugeley, Staffordshire
<b>Salary</b>	Grade 6, SCP 9-15 (£24,641 to £27,024 per annum actual salary)	<b>Hours</b>	Term-time plus 2 weeks: 37 hours per week (Mon – Thurs 8am to 4pm, Fri 8am to 3.30pm)
<b>Department</b>	Pastoral Team	<b>Reports To</b>	Head of Year

<b>JOB PURPOSE:</b>
To provide pastoral support to students, working closely with the Heads of Year, the Behavioural SLT links and form tutors.

<b>KEY RESPONSIBILITIES AND DUTIES:</b>
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Providing pastoral support to students.</li> <li>● Support the provision of students referred to internal isolation.</li> <li>● Monitor and check the uniform of students each day.</li> <li>● Support students return to mainstream provision in the school.</li> <li>● Contribute to readmissions meetings with students, parents and staff following an exclusion.</li> <li>● Work closely with the Head of Year, Behavioural SLT links and form tutors.</li> <li>● Log interventions on the appropriate systems, analyse data and inform staff where appropriate of any issues or concerns.</li> <li>● Manage expectations and the learning environment for those students not in their usual lessons.</li> <li>● Effectively liaise with staff and parents in respect of students.</li> <li>● Ensure that high standards of behaviour and discipline are maintained at all times.</li> <li>● Be an effective and high-profile member of the pastoral team.</li> <li>● Contribute to the overall pastoral programme in the school and support in lessons and duties.</li> <li>● Deliver learning programmes which support student achievement and well-being.</li> </ul> <p><b>Support for the school</b></p> <ul style="list-style-type: none"> <li>● Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with you.</li> <li>● Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>● Be aware of, support and ensure equal opportunities for all.</li> <li>● Contribute to the overall ethos/work/aims of the School.</li> <li>● Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.</li> <li>● Attend and participate in relevant meetings as required.</li> <li>● Participate in training and other learning activities and performance development as required.</li> <li>● Assist with student needs as appropriate during the school day.</li> </ul>

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- Assist with the supervision of students out of lesson times, including before and after school and lunchtimes.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Support The Hart School's vision and ethos of providing high quality educational provision and duty of care.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.

## Supporting the work of Creative Education Trust

- Contribute to collaborative work across Creative Education Trust schools by participating in trust wide work and projects.
- Participate in Creative Education Trust and sector wide activities to share best practice.
- Undertake any other reasonable duties deemed appropriate to the role.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and maths. Grade C or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Other relevant qualification e.g. NVQ 3 in learning, development &amp; support services for children</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working in an education setting</li> <li>Experience of working with children demonstrating challenging behaviour or dealing with disadvantaged circumstances</li> <li>Experience of working with external partners.</li> </ul>	
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Good ICT and record keeping skills</li> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills</li> </ul>	

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	<ul style="list-style-type: none"> <li>Understand the need for confidentiality when appropriate</li> <li>Influencing and persuasive skills</li> <li>Methodical with good attention to detail</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Good organisational, planning and prioritising skills</li> <li>Good communication skills</li> <li>Be able to work constructively as part of a team whilst being able to demonstrate initiative.</li> </ul>	
<b>CREATIVE EDUCATION TRUST VALUES</b>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li><b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li><b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li><b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**