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 |
| **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 |
| **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 |
| **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 |
| **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 |

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, R  AF AF  AF |
| 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 | O  AF, R AF  O R  I  I  I |
| 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 I  I  I, R I  I, R  I, R  I  I  O |
| 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 I  O  R I  I  I  I  I |

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

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