



*We Care to Challenge*

## The Wavell School

### Job Description - *Student Support Officer*

<b>POST:</b>	Student Support Officer
<b>REPORTING TO:</b>	Assistant Headteacher (Inclusion and Achievement)
<b>HOURS:</b>	35 hours per week (8.15am – 4.15pm, Monday to Friday) Term time only
<b>GRADE:</b>	D
<b>ROLE PURPOSE:</b>	<b>To raise achievement through providing support to students at risk of social and educational exclusion through poor attendance</b>
<b>KEY RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. To deliver support, guidance and mentoring to students which enables them to resolve difficulties and concentrate their efforts on academic achievement.</li> <li>2. To contribute to the school attendance priorities as identified in the School Improvement Plan to successfully support students back into lessons.</li> <li>3. To maintain a positive and well-managed learning environment in the Student Support Hub (D block), ensuring that students show high standards of behaviour and focus.</li> <li>4. Ensure intervention work is undertaken to improve student attitudes to attendance as well as supporting their emotional health and wellbeing.</li> <li>5. To identify when expert external assistance is required and to liaise with appropriate members of staff to arrange this.</li> <li>6. Prepare resources, co-ordinate and facilitate curriculum work; ensuring it is completed whilst developing processes and procedures to enhance the delivery of the provision.</li> <li>7. Continuously promote independent learning through raising self-esteem and building resilience with students</li> <li>8. Liaise with members of the Pastoral Team and Education Welfare Office (EWO) as required.</li> <li>9. Identify and report any safeguarding concerns following the procedures outlined in school policies.</li> <li>10. Provide analysis of key data relating to the use of the student support space and its effectiveness</li> <li>11. To communicate effectively with parents/carers and professionals including encouraging review meetings</li> <li>12. Undertake training, attend the school CPD Days and complete any other relevant CPD.</li> <li>13. To play a full part in the life of the School community, to support our ethos and to encourage all staff and students to follow this example.</li> <li>14. To assist the Pastoral Team in all aspects of their role.</li> <li>15. Any other reasonable task at the Headteacher's discretion.</li> </ol>