



The Mountbatten School

Student Support Worker

This role exists to ensure the orderly and purposeful ethos of the school campus. Post holders will respond to colleagues referring students who are experiencing challenges affecting their learning or the learning of others. Whatever the difficulty, the priority must always be to return the student to their learning as quickly as possible and with due regard to equal opportunities.

GENERAL STATEMENT

To represent The Mountbatten School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for school employees. Attendance at training courses may be required as part of professional updating.

ROLE REQUIREMENTS

| Theme | Responsibilities | Accountability |
|----------------------------------|---|---|
| Behaviour Support and Management | Actively promote the school's exacting standards of uniform, behaviour, manners, punctuality and attendance Walk the school site during lessons, at the changeover of lessons, breaks and lunchtimes Respond to departmental requests to remove a student to inclusion. (On Call) Investigate incidents (and take statements) at the request of SLT, HOY, HOF and Form Tutors Ensure that students who have been directed to inclusion turn up as directed. | Directed by the Student Support Managers and the pastoral team Ensure student files and attendance records are kept up to date. Ensure all staff are kept updated with regards to action taken, as appropriate. Keep SSM, HOYs, SLT and the Headteacher apprised of serious incidents and the actions taken. Delivery of planned short term intervention as deployed by HOY |

| | | |
|----------------------|---|--|
| | <p>Provide and plan immediate, short term support to distressed students</p> <p>In consultation with HoY/SSM refer students to appropriate agencies</p> <p>Assist the HoY with the implementation of Pastoral Support Plans for selected students.</p> <p>Supervise key areas/groups/students during break times.</p> <p>Being a first point of contact for students at break times and ensuring the correct channels are followed.</p> <p>Supporting restorative conversations</p> <p>Organising and overseeing small group work to support social issues</p> <p>Supporting students back into the classroom</p> <p>Support student leadership opportunities. For example, support prefects in their roles, running the anti-bullying group.</p> | |
| Working with Parents | <p>Develop positive working relationships with parents as appropriate at the direction of SLT and HoY</p> <p>In liaison with the HoY signpost parents to appropriate external agencies.</p> | |
| Communication | <p>Meet regularly with HoYs/DHoYs to identify priorities and discuss progress.</p> <p>Ensure all appropriate information and communications are disseminated to relevant staff.</p> <p>Make sure all records are accurate and keep contents confidential.</p> <p>Produce reports as required for SLT, governors and staff.</p> | <p>Regular meetings planned and held to discuss intervention and student issues.</p> <p>Staff, parents and Epraise updated with interventions.</p> |

| | | |
|---|---|-----------------------------|
| | <p>Report positive and negative incidents on Epraise</p> <p>Support pastoral staff in general administration such as arranging meetings and completing paperwork.</p> <p>Communicate judgements/sanctions to students and parents as directed by SSM/HoY.</p> | |
| Safeguarding | <p>Have regard for safeguarding students, staff and yourself.</p> <p>Be active in promoting student well-being.</p> <p>Report disclosures and concerns to the school's DSL and ensure CPOMs records are completed daily.</p> | Disclosures reported to DSL |
| Other | <p>Maintain flexible working patterns given the requirements of the role.</p> <p>Develop professional knowledge, skills and experience through on-going professional development.</p> <p>Support to the tutor system as necessary</p> | |
| <p>Any other duties associated with the role at the discretion of the Executive Headteacher</p> <p>This is not a definitive list of tasks. It is a guide and will be reviewed on an annual basis. Amendments can occur at any time in consultation with the post holder.</p> <p>The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA), details of which are available from the School Business Manager.</p> | | |

NOTES

- The School and site are open between hours of 7.00 am and 10.00 pm and Support Staff are occasionally requested to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed by the line manager and processed via the HR Manager to enable records to be kept.
- No other holidays will be granted during term time without a very exceptional reason. Requests must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - a) unpaid leave, or

- b) time made up in lieu (by negotiation).
- There are other occasions when the Executive Headteacher may grant leave (unpaid or time made up in lieu)
 - a) overtime has been worked by agreement with the Executive Headteacher/School Business Manager.
 - b) to attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW

All support staff undertake an annual Individual Appraisal in line with school policy and practice. This postholder's Appraisal will be managed by the Head of Upper School or Head of Lower School.

| | |
|----------------|-----------------------------------|
| Date Prepared: | 19/10/21 |
| Prepared By: | Chris Martin (Deputy Headteacher) |