

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST: Student Support Officer

GRADE: Range 3

PATTERN: 37hrs/wk, 38 weeks plus up to two INSET days on a timesheet basis.
8.15am to 4.15pm (4pm on two days) this includes a 30 minute unpaid lunch break.

RESPONSIBLE TO: Inclusion Unit Manager

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES

- Day-to-day pastoral care of identified students.
- To listen to and counsel identified students who have personal problems that act as a barrier to learning.
- To make recommendations for action to line manager if necessary.
- To deal with day-to-day operational issues associated with students.
- To liaise with parents.
- To liaise with colleagues in school to organise support for students when necessary.
- To liaise with outside agencies as necessary.
- To be responsible for continuously improving the quality of pastoral care delivered by the learning support team in relation to rewards and sanctions.
- To inspire others by personal example and hard work.
- To attend meetings.
- To provide guidance for parents in helping manage their children's behaviour.
- To monitor and distribute SLT alerts and assist if required.
- To assist with organising Parents Evening and attend if required.
- To assist with managed move students as and when required.
- To fully investigate incidents and present evidence to HOY/SLT.
- To conduct, attend and monitor Restorative Approach meetings with students.
- To organise Anti Bullying Champions.

DISCIPLINE

- To liaise with all staff and, in particular, Inclusion Unit Manager, Head of Years, Subject Leaders and Leadership team on discipline issues and take a key role in the school's discipline system.
- To receive discipline referrals made from Inclusion Unit Manager, Behaviour Lead and HOY.
- To inform colleagues about social or behavioural issues or changes affecting students when appropriate.
- To discuss disciplinary incidents with students, parents and colleagues and to monitor students on report.
- To contribute ideas for rewards and sanctions, celebrating achievement individually and at assemblies, where appropriate.
- To help prepare summary information for exclusion and other disciplinary meetings.
- To monitor CCTV through the day.
- To be on duty before school (either back/front gate).
- To assist with the Inclusion Unit as and when necessary.
- To maintain paperwork and records in relation to all the above.
- To work with the Inclusion Staff and Behaviour Lead Teacher to ensure Individual Educational Plans and Individual Behaviour Plans are used to set specific targets and to match curricular materials and approaches to student needs which relate to behaviour or attendance.
- To provide helpful and accurate responses to parent/carers enquiries
- To attend if required (Inclusion Manager and Head of Year) pupil reviews which are coordinated by social services or other agencies.
- To participate in the School's appraisal system.
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
- To undertake other work as directed by your Line Manager.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

May 2022