

## THE JOHN COLET SCHOOL

### JOB DESCRIPTION

<b>POST:</b>	Student Support Officer
<b>GRADE:</b>	Range 3
<b>PATTERN:</b>	37hrs/wk, 38 weeks plus two INSET days on a time sheet basis. 8.15am to 4.15pm (4pm on two days) this includes a 30 minute unpaid lunch break.
<b>RESPONSIBLE TO:</b>	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 as necessary.
- To deal with day-to-day operational issues associated with students.
- To deal with students arriving late to school/monitor attendance.
- To encourage effective study skills and monitor homework completion.
- 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 team meetings.
- To provide guidance for parents in helping manage their children's behaviour.
- To attend Parents' Evenings as required.
- To support with In-Year Admissions.
  
- **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 patrol corridors to monitor any students out of class and ensure they return to class as soon as possible.
- To be on duty before school, at break and lunchtime in social areas to promote good behaviour and build good relationships with the students. (Student Support Officers have a different break and lunchtime to enable this to happen.)
- To undertake bus duties.
- To assist with the support of students Inclusion Unit necessary and to assist with Inclusion Unit administration.
- 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/carer enquiries
- To attend if required (Inclusion Manager and Head of Year) pupil reviews which are co-ordinated 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 2018**