

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

- To deal with day-to-day operational issues associated with students.
 - Day-to-day pastoral care of 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 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 student recognition 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 managed move and /or 'directed off site' 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.
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- 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 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 monitor CCTV when necessary.
- To be on duty before school (either back/front gate).
- To assist with the Inclusion Unit as and when necessary, including Monitoring and managing detentions whilst in the inclusion unit.
- To maintain paperwork and records in relation to all the above.
- 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.

February 2025