



JOB DESCRIPTION

JOB TITLE:	STUDENT SUPPORT OFFICER
JOB HOLDER:	
LOCATION:	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
LINE MANAGER:	HEAD OF YEAR
JOB GRADE:	GRADE 6 (SCP 9-15)
HOURS OF WORK:	37 hrs per week, 39.2 working weeks per year (including one day Summer working) 08:00 – 16:00, Monday – Thursday, 08:00 – 15:30 Friday, (inclusive of a 30-minute, unpaid lunch break (not to be taken during the Academy's lunch period))

STATEMENT OF PURPOSE

Working alongside the Head of Year and as part of a Pastoral team working holistically with students and staff to remove barriers to learning and support students to make good progress.

MAIN DUTIES AND RESPONSIBILITIES

Pupil Support:

- To support students to remove barriers to learning.
- To liaise with parents/carers, outside agencies, education welfare and the police with regard to confidential and sensitive information and complex issues.
- To work closely with families, offering support and advice as needed.
- To mentoring pupils both 1-1 and in small groups, keeping notes and making referrals for further intervention as required.
- To support the Head of Year and pastoral team in the positive behaviour management of pupils.
- To act on safeguarding concerns quickly, supporting the safeguarding team in addressing concerns and logging all information via MyConcern.
- To conduct pupil learning walks, supporting teaching staff to ensure a calm learning environment is maintained.
- To complete lunchtime and detention duties as required.

Administration Support:

- To assist with all pastoral related administration which may include:
 - The co-ordination of assessment data and the preparation of reports for students, staff and parents/carers;
 - The maintenance of the Academy's database with regard to options, student data sheets, admissions and leavers;
 - The provision of statistical returns;
 - The process of administering new intake of pupils.
- To monitor progress, behaviour and attendance of pupils within the Year group using MIS to target individuals/groups that need further intervention.
- To work closely with the Head of Year and supporting them in the day to day running of the Year group.

-
- To administer the Academy's behaviour credit system.
 - To complete administration tasks, logging information and communications and running reports as required.
 - To manage the behaviour management system database, recording data, managing information and producing regular reports as required.

Academy support:

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the Academy.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.
- To assist with student needs as appropriate, during the Academy day.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This Academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the Academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

SignatureDate

(Job Holder)
