

JOB DESCRIPTION

JD no: 56

Job Details

Post Title	Senior Student Support Officer (Safeguarding Officer)
Responsible to	Line Manager

Purpose of job

To mentor small groups of pupils who require additional support to overcome barriers to learning.

Responsibilities

1. Liaise with teaching staff to assess and provide particular support to targeted pupils to raise achievement and enable them to overcome barriers to learning
2. Identify the needs and assess those pupils requiring extra support and support the development of individual action plans for targeted pupils.
3. Work in a one-to-one relationship with targeted pupils and families to improve attendance of persistent absentees.
4. Work with parents/carers and external agencies (through CAF/TAF/TAC meetings) to help address poor performance/attendance/behaviour.
5. Act as a Designated Senior Lead, responsible for day-to-day management of safeguarding/child protection queries in line with established procedures and regulations.
6. Undertake home visits to keep parents/carers informed and secure positive family support.
7. Monitor the implementation of plans and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable.
8. Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning.
9. Maintain accurate pupil records and prepare written reports and evaluations.
10. Provide advice and support to pupils and families through knowledge of a range of activities and opportunities available to them.

Individuals in this role may also:

11. Manage finances within a budget and arrange funding for activities and events.
12. Assist in the supervision of pupils during out of school activities.
13. Contribute to the development of activities to encourage family involvement in the school.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Student Support Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Student Support Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Student Support Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Student Support Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Student Support Officer is employed for 37 hours per week for 39 weeks per year.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Student Support Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Student Support Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.