

Student Support Officer Job Description

Responsibilities

- To lead on all matters of welfare, inclusion, attendance and behaviour, including the running of late detentions
- To reduce fixed term exclusions/discipline incidents
- To take action to support the most vulnerable and challenging students
- To ensure that all communications with parents are clear, consistent and equitable
- To play an active role in the implementation of whole school issues
- To support the Student Welfare Manager on their management of the pastoral system
- To attend pastoral meetings as deemed appropriate by the Student Welfare Manager, including pastoral team meetings, and line management meetings
- To work closely with other SSOs and share good practice
- To support members of staff responsible for the options procedure as and when appropriate
- To work with student welfare team staff including the Attendance Assistant, School Nurse
- To liaise with the learning support department on students' needs as appropriate and attend AEN meetings
- To liaise with other agencies, eg EWO, police
- To support the Behaviour for Learning Charter including monitoring of behaviour around the school
- To support students on report
- To work with the Lead Administrator to ensure effective communication to staff
- To support house/inter-community events that promote the school's ethos
- To share with the appropriate leadership team member the role of Safeguarding
- To be able to show high levels of parental satisfaction with the community organisation and support
- To assist with achievement assemblies for students in their community on a half termly basis
- To attend Mag meetings on a monthly basis
- To support members of staff responsible for year 6 to 7 transition as and when appropriate
- To play an integral role in the Health and Safety of the school i.e. assisting in the evacuation of the school in an emergency, being a trained First Aider
- To undertake other appropriate projects as direct by the Student Welfare Manager

Any other professional requirements specific to this post.

This job description may not necessarily be a comprehensive definition of the post. There may be other duties as determined by the leadership team. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the job.

Signed: _____

Postholder

Date: _____