

St Aidan's Church of England High School

Job Description

Student Support Officer

The role of the Student Support Officer is to work as part of the Safeguarding and Pastoral teams in the delivery of behavioural support to students across St. Aidan's Church of England High School.

Main duties and responsibilities:

- To work with the KS3 and KS4 Assistant Headteachers with behaviour management
- Provide administrative support for the KS3 and KS4 Assistant Headteachers as required
- To support the DSL and safeguarding team to implement robust safeguarding procedures
- To support the holistic progress of individuals by facilitating behavioural support using a variety of intervention strategies
- To produce and respond to pastoral correspondence
- To work with students to improve punctuality, levels of attendance and to ease a return to school following prolonged absence
- To assist with re-integrating and engaging students back into mainstream lessons
- To assist pastoral team in liaising with parents
- Use a restorative approach where appropriate to enable progress
- Supervise detentions and deal with behavioural issues at break and lunchtimes and assist in supporting the school's behaviour policy
- To communicate directly with parents/carers as appropriate
- To be a visible presence around the school and to undertake break and lunchtime duties
- To be an integral part of the school, working in close partnership with all staff
- Work with the Safeguarding Team in the implementation of robust safeguarding procedures
- Undertake training/CPD as needed
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people

Monitoring and Assessment

- To be responsible for keeping and updating records as agreed, contributing to reviews of systems/records as requested
- Provide support for the safeguarding and child protection procedures including updating CPOMS
- To use systems to support the monitoring of punctuality and attendance

General

- Establish and maintain good relationships with students and staff
- To ensure all pupils referred to you have equal access to opportunities to learn and develop
- To undertake training as and when appropriate
- Any other duties as deemed reasonable and commensurate with the Grade

Person Specification

To be able to undertake the duties in the job description, applicants should possess the following knowledge and skills:

Essential

- Empathy with, and for, young people in need of support
- Effective, non-judgemental, listening skills
- A good understanding of Safeguarding and Child Protection routines
- The positivity to enable young people to move forward in their lives
- The capability to deal with sensitive information in a confidential manner
- The capacity to remain calm under pressure
- The ability to use own initiative and flexibility to cope with the unexpected
- Ability to form and maintain appropriate relationships with children and young people, whilst fully understanding adult/child boundaries
- An ability to diffuse conflict
- An excellent level of written and spoken English
- Strong ICT skills in handling data and typing reports
- Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts whether in person, by telephone or using on-line tools.
- Excellent organisational and time management skills
- The ability and willingness to work constructively as part of a team

Desirable

- Experience of working with children in an educational setting
- Experience of active listening, counselling or other talking therapy type work
- Previous experience of working within a Safeguarding field