



## Job Description

**Post:** Student Support Officer (SSO)

**Responsible to:** Deputy Headteacher

**Purpose of the Post:** Working with the Heads of Year and the wider pastoral team, to take the lead within the school to address the needs of pupils who need particular help to overcome barriers to learning.

### General Responsibilities:

- To observe confidentiality in all aspects of work.
- To participate in the supervision process and/or appraisal process.
- To demonstrate a willingness to undertake training development and learning opportunities to improve skills.
- Comply with and support others to observe Health and Safety procedures and processes.
- To work within the school's policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices.
- To accept that this job description may be periodically subject to review.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the school or based in any other establishment.

**Team Membership:** Behaviour Support Team

### Key Responsibilities:

#### Pastoral support:

- Take a lead role in managing pastoral support to pupils.
- Manage and supervise pupils excluded from and/or otherwise working to modified timetable.
- Provide advice to pupils relating to their social, health, hygiene and emotional development needs.
- Undertake comprehensive assessments of pupils to determine those in need of particular help.
- Assist the head of year with the development and implementation of individual Education/Behaviour/Support/Mentoring plans.
- Arranging support for pupils with SEND in conjunction with SEND department.
- Establish productive working relationships with pupils, acting as a role model.
- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils individually or in small groups.
- Take a lead role in managing the speedy/effective transfer of pupils across phases and support the reintegration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour and attendance and consequences of their actions.
- Challenge and motivate pupils, promote and reinforce self-esteem.



- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc. Establish constructive relationships with carers/parents, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions, completing referral forms, making phone calls home/outside agencies.
- To be part of the school safeguarding team.
- To deputise for Heads of Years at meeting e.g. Professional Strategy as and when required.
- To support the school duty team in dealing with calls, investigating incidents and protecting pupils learning
- Be part of the first aid team.
- Make home visits on behalf of the pastoral team when necessary.
- Cover periods of time in our inclusion areas when required.