

## **JOB DESCRIPTION**

<b>Post title:</b>	Student Support Officer
<b>Academy:</b>	Excelsior Academy
<b>Reporting to:</b>	Inclusive Learning Team Leader
<b>Salary/Pay range:</b>	£25,000 per annum
<b>Hours of work:</b>	37 hours per week, all year round

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### **Purpose of Job:**

The Student Support Officer will work as a member of the Academy's Inclusive Learning Team.

All Inclusive Learning Team (ILT) members will be expected to work directly with pupils, providing one to one or group support to those who demonstrate difficulties in attending school and/or managing their behaviour. This will include planned sessions as well as responding to situations as they arise.

All ILT team members will also be responsible for offering high quality support /liaison to parents and carers.

### **Main Duties and Responsibilities**

- Lead and Implement policies, procedures and strategies to promote positive attendance and punctuality for all pupils.
- Ensure that pupils and parents are aware of the impact of poor attendance on learning and progress. Work with parents/ carers to promote good attendance and punctuality.
- Identify where there are concerns about pupils' attendance and ensure that appropriate action is taken.
- Visit pupils and their parents/carers in their homes to identify reasons why the pupil is not attending and work with them to agree a course of action to ensure that the pupil attends Excelsior Academy regularly.
- Support parents/carers to access support for their child's learning from other services.
- Work with appropriate agencies/partners to support and follow up concerns about attendance and to develop support programmes for identified pupils.
- Manage and monitor the implementation of the school's registration system for morning and afternoon statutory registration.
- Analyse data with regards to target setting, tracking and monitoring pupils' attendance and punctuality and work with staff pupils, parents/ carers to set targets and monitor progress in these areas.
- Ensure that analysis of attendance and response to issues is updated every week and reported to Inclusive Learning Leader.
- To support Inclusive Learning Team Leader in admission meetings and the completion of leaver's documentation, ensuring all legal, statutory and school policies are followed.
- To support and liaise on recruitment events for Nursery and Reception places with KS1 and Early year's leader.
- Deliver the highest quality of inclusive learning to meet the diverse needs of our pupils.
- Work directly with pupils, including those with poor or challenging behaviour in a variety of settings, including: one to one, small group and in class support, maintaining an overview of the support that all students are offered.

- Work with pupils, staff and parents/carers to promote pupil welfare and positive attitudes to learning, maximising the support and resources available to all students.
- Develop a range of strategies and support networks to help manage and improve pupil behaviour and attitudes to learning.
- Contribute to Academy target setting, tracking and monitoring of pupils' behaviour/attitude to learning and work with staff to set targets and monitor progress.
- To ensure all legal, statutory and school policies are followed in all areas within your responsibility.
- To be flexible in your approach in order to meet the circumstances of the day.
- Work closely and co-operatively with the school's leadership team to ensure that students' needs are identified and met.
- Liaise, where appropriate, with external agencies and the wider community to maximise the support and resources available to all students, attending early help and Children social care meetings when necessary.
- Rainbird coordinator of managing medicines.

### **Other Duties**

- Any other duties as may reasonably be requested by the Inclusive Learning Team Leader/School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with Academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required.