



HOLY TRINITY

JOB DESCRIPTION

Student Support Officer

Grade 5

Responsible to SLT

Purpose of the Job

To secure the highest standards of behaviour and conduct in line with the ethos of the school, promoting the gospel values of forgiveness, repentance and reconciliation.

Key Tasks to Achieve Outcomes

- To be a presence around school throughout the day, consistently reinforcing school rules
- To reinforce high expectations of behaviour and relationships
- To promote a growth mind-set among pupils, encourage aspiration and reinforce self-esteem
- To be alert to, and act upon, safeguarding concerns
- To contribute to a safe and happy environment for staff and pupils
- To provide pastoral support as needed
- To prevent foreseeable issues by being proactive
- To support the work of the form tutors by being a presence during form time.
- To respond to changes in pupil behaviour, identifying issues and offering support as needed.
- To respond to on call alerts, reinforcing school expectations and consistently applying school policy
- To supervise pupils in seclusion, reinforcing school expectations and consistently applying school policy
- To receive and supervise pupils excluded from, or not working to a normal timetable
- To take responsibility for and supervise students, as required, during lunchtimes and breaks.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To contribute to outstanding pupil behaviour and attitude to learning in class and around school through the consistent implementation of the behaviour policy
- To support pupils consistently whilst recognising and responding to their individual needs, maintaining high expectations
- To respond to weekly reports on attendance, detentions, achievement points and behaviour points by meeting with pupils, including those with changes in patterns of behaviour or attendance.
- To work with colleagues and students to identify and overcome barriers to learning
- To develop and implement Behaviour Support plans in liaison with Heads of Standards
- To develop and support 1:1 mentoring arrangements with pupils in liaison with Heads of Standards
- To liaise with teaching staff regarding student behaviour as appropriate
- To liaise with staff to support restorative discussions
- To support Heads of Standards in meetings and reviews in matters relating to pupil behaviour and attendance
- To take prompt, direct action on pastoral issues, liaising with Heads of Standards as appropriate.
- To promptly investigate and / or follow up issues referred by Heads of Standards
- To foster good, supportive relationships with parents
- To be the first port of call for parents in relation to student behaviour and barriers to learning
- To provide feedback to pupils and parents in relation to behaviour and attendance

- To respond to and make phone calls in order to carry out the role of supporting pupils
- To liaise with outside agencies as appropriate and in liaison with Heads of Standards
- To accurately and promptly record relevant information on CPOM
- To assist in the development and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration
- To support enrichment activities e.g. by accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under supervision of the teacher
- To attend and support year group assemblies
- To attend and support year group Parents' Evenings

Indicators of Performance

- The Line Manager will evaluate the performance of the Student Support Officer by **(Evaluation Tools)**:
- Analysis of changes in patterns of behaviour and attitude to learning
- Analysis of changes in patterns of attendance
- Analysis of improvements for identified pupils
- Evaluation of student and parents/carers' views about impact of support offered and received