



St John Fisher
Catholic High School

Post Title	Student Support Officer
Salary range/grade	Grade 8 SCP 19 - 24
Responsible to	Assistant Headteacher (Behaviour)
Responsible for (persons)	N/A
Budget Responsibility	N/A
<p>Job Purpose To provide excellent pastoral care and support to individual students and groups of students in achieving their potential by removing barriers to learning</p>	
<p>Main Responsibilities</p> <ol style="list-style-type: none"> 1. Support Form Tutors and Head of House in promoting high standards of attendance, punctuality and behaviour within the Key Stage. 2. Work with Subject Leaders, Form Tutors and Head of House to ensure effective pastoral care. 3. Liaise with Subject Leaders and subject teachers to ensure that students are placed in the most appropriate teaching groups, according to their gifts and need (particularly new students). 4. Plan and monitor Individual Learning Plans, Behaviour Support Plans and Pastoral Support programmes. 5. Facilitate intervention programmes in collaboration with Learning Support, English as an Additional Language, Chaplaincy and support staff as appropriate. 6. Provide a coherent approach to inclusion within the school, through integrated working with other key staff and external partners eg Learning Support, EAL, Chaplaincy. 7. Inform teachers on specific needs and gifts of individual students. 8. Support Form Tutors in good communication with parents. 9. Provide students with opportunities to take positions of responsibilities within the school community and wider society. 10. Promote and encourage the spiritual and social life of the year group and create opportunities for friendship between students. 11. Liaise with external agencies e.g. Education Welfare Service, Social Services and Connexions, to support students and their families. 12. Carry out the duties and training (Once every 2 years) of Designated Child Protection Lead and to support the Designated Child Protection Lead in providing Child protection 13. Represent school at case conferences and other meetings for children in the House. 14. Provide First Aid as part of a team of First Aiders. 15. Encourage an environment and ethos which underpins and enhances students' learning and rewards students' achievements. 	

16. Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times within year activities.
17. Plan and monitor the education of students who have long-term absence through sickness and students on alternative programmes or exclusions.
18. Carry out any other duties as directed within the scope of the post.

Key Tasks

1. 1:1 pastoral support to students.
2. Liaise with parents in emergency situations.
3. Monitor attendance of students in the House, with school attendance officer and run attendance meetings with parents, Heads of house, students and Local authority attendance officer(if required).
4. Inform form tutors of medical, domestic, child protection issues (where relevant), and Inclusion Forum meetings.
5. Work closely with Head of House to share information about students with reference to behaviour, attendance and achievement
6. Meet with other SSOs to support welfare of students in school
7. Make recommendation of form changes to line manager and ensure induction is successful.
8. To provide Safeguarding support for the House and to liaise with external agencies ensuring all core group meetings and conferences are attended and reports are submitted.
9. Assist in the completion of Early Help forms
10. As a team to work together to ensure pastoral rotas are met.
11. Produce Pastoral Support programmes and work with tutors to successfully implement.
12. Monitor and support repeat student offenders in behaviour modification.
13. Work with teaching staff to monitor lates /uniform and follow-up sanctions for students.
14. Support entry into assembly.
15. Issue rewards to students as set out in Reward Policy.
16. Work with the SENCo to ensure the successful transition of new students.
17. Log closely repeat offenders and prepare reports for panels and meetings, eg PARR, exclusion hearings and Child Protection conferences.
18. Support and work with colleagues to operate the On Call system.
19. Investigate emergency and serious incidents (e.g. fights, bullying, friendship issues, fire alarms).
20. Reinforce Behaviour for Learning Policy outside of the classroom.

Person Specification

	Essential	Desirable
Knowledge	<p>Have knowledge and understanding of the secondary school curriculum experience</p> <p>Have an understanding of the emotional and academic development and changing needs of students through the different stages of their school life.</p> <p>Understand Safeguarding procedures</p> <p>Good ICT skills</p>	<p>Good knowledge of Sims</p> <p>Experience of One to One Support</p> <p>Emotional Literacy</p> <p>Cognitive Behavioural Approaches</p>
Skills and Abilities	<p>Have the ability to empathise with students experiencing difficulties academically, behavioural or social</p> <p>Be willing to be involved in all aspects of school life.</p> <p>Ability to work effectively with colleagues and external agencies</p> <p>Understand and support the partnership of school, parish and home</p> <p>Ability to develop effective relationships</p> <p>Understand the academic and social demands on young people.</p> <p>Ability to actively listen and to be able to respond appropriately</p> <p>Ability to communicate effectively and professionally to a range of audiences (verbal)</p> <p>Have initiative and be able to work both independently and as part of a team</p> <p>Have excellent interpersonal skills</p> <p>Have excellent organisational and prioritisation skills</p> <p>Have the ability to think creatively to achieve planned outcomes</p>	<p>Ability to communicate effectively and professionally to a range of audiences (written)</p> <p>Ability to work with colleagues to develop and plan activities</p>
Experience	<p>Have relevant experience of working with young people in a school environment</p> <p>Have a proven ability to relate to young people and all those involved in education</p>	
Qualifications	GCSE English and Maths (Minimum C Grade) or equivalent	Qualification at Level 3 or above
Personal Attributes	<p>To be committed to the mission of St John Fisher Catholic High School</p> <p>Have a willingness to seek and accept guidance</p> <p>Have a proactive approach to problem solving</p> <p>Be caring and sensitive to the needs of others</p> <p>Be Resilient</p> <p>Be a team player</p>	<p>Critically reflective, imagination and a willingness to do things differently and try new ideas</p>

This job description sets out the main duties of the role when it was drawn up, duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.