

Student Support Officer

Job description

SCALE/SALARY	Grade C
RESPONSIBLE TO	Progress Leader

MAIN CONTACTS

Headteacher, Senior Leadership Team (SLT), Deputy Headteacher (Behaviour and Attitudes), Progress Leaders, Teaching Staff, Support Staff, Parents, External Agencies working with students, Governors and Students.

MAIN RESPONSIBILITY

To provide support and guidance to students, building strong relationships with students, working with parents/ carers, other staff members and external agencies to support all aspects of progress of our students.

MAIN DUTIES OF ROLE

Role includes but is not restricted to the following,

- Work within the safeguarding team as a DDSL, complete any admin for this role.
- Ensure students are in lessons on time - circulate the site during lesson changeovers and when bells sound following unstructured time.
- Monitor behaviour for learning in classrooms and update the Progress Leader & Assistant Progress Leader with any concerns.
- Communicate as required with Progress Leader/ Assistant Progress Leader / LT/ parents and carers and students to arrange meetings. (Cause for Concern/ Parents Evenings/ General student meetings / Safeguarding meetings). Taking minutes as and when required.
- Liaising with students on a daily basis. General enquiries/support students access their education/statement taking/student check-in etc.
- Support with Celebration Activities – allocation of prizes/certificates- arrange/collate for year group, rewards activities and events.
- Supporting with extra-Curricular activities, events and trips and visits as required.
- Support with internal exclusion and suspensions, including work for students, paperwork and contact home.
- Support with confiscations as part of a rota for items to be return to students
- To support the Progress Leader in administrative tasks.
- Support with interventions and strategies for Disadvantaged students.



- Support with uniform in the mornings, ensuring students have the correct uniform and contacting home when needed.
- Ensure all paperwork is completed and filed correctly.
- Record and monitor emergency lunch money system.
- Any other reasonable request which provides support to students.

The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.

