



KESGRAVE HIGH SCHOOL

JOB DESCRIPTION

SIXTH FORM STUDENT SUPPORT OFFICER

18.5 hours (2 days) per week, 40 weeks of the year
Associate Staff pay scale 5: point 16-20
£26,446-£30,095 pro rata per annum
Fixed term contract – one year

OUTLINE OF ROLE

This is a new professional role within the school in a non-teaching capacity and represents a significant opportunity for someone to make a substantial difference to the lives of our students and their families, with particular reference to some of our more vulnerable, sensitive and/or challenging individuals. In the first instance this role will be a fixed-term contract, for one year.

The full role and responsibilities of the job will be tailored in conjunction with the expertise and experience of the successful candidate.

JOB DESCRIPTION

The Sixth Form

Assisting the Learning Co-ordinators in the management and leadership of Year 12 and 13. To be actively involved in upholding the standards and expectations of students, including with regard to behaviour, attendance, respect and responsibility.

Preventative work

Monitoring and mentoring students who may be vulnerable or deemed at risk. This could involve academic, behavioural, social and/or emotional issues. The work carried out can be in response to a range of difficulties including, but not restricted to, school attendance, mental health issues, online safety, bereavement, personal home/school issues, sexual health/relationships, alcohol and drug misuse. Whilst intervention in academic progress would be carried out by the Learning Co-ordinators, consideration of students needs in relation to their academic pathway and progress will be essential.

The work could include 1:1 working or small group intervention.

External agency liaison

The role itself requires essential links with a diverse range of external agencies to support for each and every issue that presents itself within the school environment. It is imperative that the appointed person is willing to engage and liaise with professionals to encompass a diverse range of medical, health, behavioural and well-being needs.

Recording and reporting

Use of internal recording and reporting mechanisms will be essential to ensure accurate records are kept and that interventions are supported by shared student information. The role requires essential links with a diverse range of external agencies. Accurate and articulate completion of assessment/referral documentation will be required, alongside the confident and sensitive engagement of with parents/carers with this. Adherence to policies with regard to data protection and expectations of personal data are expected.

Effective communication and liaison

The role will require effective communication with the Learning Co-ordinators, the Senior Leadership Team, teachers, associate staff, parents and carers. In addition to this it is imperative to work in partnership with staff with regard to behaviour management/sanctions in an attempt to meet the needs and requirements of all learners.

Attendance beyond the school day

The expectation is to participate in a range of activities including parents' evenings, pastoral and year team meetings, assemblies, information and award evenings and in addition to this, support with year group social events.

Safeguarding

Following a successful induction period it would be expected that you would undertake the required training to become an Alternate Safeguarding Lead and be part of the established safeguarding team.

General

Interpersonal skills which will be essential to the working role include empathy, sympathy, patience, understanding, commitment, sense of humour and resilience.

June 2022