



JOB DESCRIPTION

Job Title:	Student Support Worker
Grade:	B3
Responsible To:	Engagement and Standards Manager

Purpose of job

- Liaising with parents/carers re: behaviour and welfare
- Monitoring and tracking student behaviour and engagement
- Recognising and rewarding student success
- Supporting teachers and learning
- Supporting year managers
- Help improve attendance, reduce exclusion, raise standards and expectations

1. Purpose of the post:

- 1.1 To help raise standards of student attainment and achievement.
- 1.2 To contribute to the monitoring and support for student welfare, supporting student development and academic outcomes.
- 1.3 To help improve student behaviour support restoratively in school and its impact on learning. To follow the school's agreed rewards and sanction procedures to support effective learning.
- 1.4 To support and uphold the school ethos.
- 1.5 To support and arrange the liaison with parents/carers on matters related to behaviour and welfare.
- 1.6 To liaise with other colleagues in ensuring good student attendance and punctuality.
- 1.7 To work closely and collaboratively with other colleagues, outside agencies, partner schools and the Local Authority, to improve the behaviour and welfare of students in the school.
- 1.8 To support with the organisation of assemblies, parents/carers evenings and targeting days etc. supporting the raising attainment agenda for parents and student.
- 1.9 To fulfil day-to-day duties ensuring the well-being and behaviour of students throughout the day including, before and after school, break and lunch times and lesson change over times.

2. Responsible for:

- 2.1 Support of student behaviour and welfare in order to provide effective and appropriate support and challenge for students, raise expectations, help track performance and identify support in and outside the school.

3. Liasing with:

- 3.1 Senior Leadership Team, Year Managers, Middle Managers, Key Stage Managers, Coaches, outside agencies, and other staff with whole school responsibilities, support staff, Governors, parents and LCC staff.

4. Core Duties:

1. To work with colleagues to formulate an action plan which has coherence with the School Improvement Plan and the key objectives.
2. To support the monitoring and tracking of student behaviour and welfare using the school procedures and data.
3. To help identify and target prevention strategies for students at risk of poor behaviour, attendance and underachievement.
4. To support and resource strategies to improve behaviour for individual and / or small groups of students.
5. To work with other colleagues in supporting the year group on a day-to-day basis.
6. To help develop staff in good practice and professional development, promoting CPD, developing and sharing good practice and expectations etc.
7. To support year managers with the tracking of students throughout the year, informing students of their progress through parents/carers evenings, reports, targeting days and parental meetings/interviews etc.
8. To liaise with other colleagues in order to support students' behaviour choices and delivery of key sessions in PSHCE and assemblies.
9. To help provide analysis of student progress using data and tracking information, keeping students, parents/carers and colleagues informed.
10. To build and maintain good working relationships with students and staff.
11. Conduct home visits for student welfare check and/or attendance concerns (where appropriate).

5. Quality Assurance:

- 5.1 To ensure the effective use of self-evaluation operational procedures within the work of the Inclusion Team.
- 5.2 To follow a rigorous programme of self-evaluation including:
 - Review with SLT to review progress against targets - termly
 - Observations – weekly
 - Parental questionnaires / feedback
 - Scrutiny of students behaviour records and PSPs– ½ termly
- 5.3 To lead the effective use of tracking data, especially the use of the behaviour database, PSPs, student synopsis with other colleagues.
- 5.5 To produce annual action plans with targets (success criteria), due dates and evaluation procedures. To produce a behaviour and inclusion report each autumn term analysing performance against year group and individual student targets. To work with SLT link to set targets annually and review progress termly

6. Personnel:

- 6.1 To support with work with outside agencies (behaviour support etc), to help induct them to the school procedures and systems.
- 6.2 To assist in meetings and foster a sense of shared direction and expectation.

7. General Duties:

- 7.1 To actively promote and foster links with parents/carers and to encourage parents/carers to take an active responsibility for their child's learning.
- 7.2 To support effective links with partner institutions including partner Primary Schools, FE providers and the wider community.
- 7.3 To develop and implement inclusion strategies across the wider school, including CA areas and other colleagues.
- 7.4 To actively promote the development of effective individual student links with external agencies and with other schools.
- 7.5 To actively participate in celebrating successes in of individual students both internally, within the school and in to the wider community.
- 7.6 To act as a personal mentor for specified students and to fully undertake the role of Coach within the school.
- 7.7 To carry out Study Supervisory duties as required.

- 7.8 To continue personal development.
- 7.9 To undertake ad hoc duties as may be required by the Head of School or Executive Headteacher and / or Senior Leadership Team from time to time.
- 7.11 To photocopy documentation as required maintaining confidentiality at all times. To adhere to school policies and procedures.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the A P T & C Conditions of Service. This is a 'job description' and not the Student Support Worker's conditions of service.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

The interpretation of each task hinges on the word 'reasonable'. It is acknowledged that any requirement of the post holder is only valid if it is in itself a reasonable task for the PLM

Signed : _____ Date : _____

8. General duties:

- To fulfil the role of a coach to a small group of students and participate fully in training as required.
- To support and participate in the duty rota as required
- To support school events and attend as required.
- To provide cover as necessary for absent colleagues