

ROKEBY SCHOOL JOB DESCRIPTION

JOB TITLE: STUDENT SUPPORT OFFICER

MANAGED BY: ASSISTANT HEAD / OFFICE MANAGER

CONDITIONS: SCALE 6 POINTS 26-28; TERM TIME ONLY

PURPOSE OF JOB: To provide an effective and efficient student support service, with minimal supervision, focusing on attendance, punctuality, admissions and mid-phase induction.

DUTIES AND RESPONSIBILITIES:

1. To work within the Attendance Team on attendance and punctuality, including producing and analysing reports.
2. To monitor student absence and liaise with parents and carers via meetings and written communications.
3. To follow up all unexplained or unauthorised absences, especially for Persistent Non-Attendees.
4. To support families in understanding the importance of and ensuring that good levels of punctuality and attendance are secured.
5. To make referrals to and support / liaise with the Education Welfare Officer.
6. To deal with punctuality issues as requested by the Assistant Head.
7. To operate, maintain and develop the Rewards system in liaison with key members of teaching staff (e.g. key stage co-ordinators).
8. To be responsible for the Primary to Secondary transfer of students, from Year 6 to Year 7, in terms of administration, interviews and admittance.
9. To be responsible for the admittance, induction and monitoring of all mid-phase admission students to the school. This includes: parental and student interviews; liaison with previous school; assessment testing; bulletin messages; assigning buddies; liaising with Key Stage and Year Co-ordinators; creating computerised and manual pupil data files; assigning timetables; and monitoring progress.
10. To work with the Assistant Head / Head of Inclusion on improving and developing procedures and systems relating to the above.
11. Such other duties, within the competence of the postholder, which may be required from time to time.

ROKEBY SCHOOL PERSON SPECIFICATION

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- Good levels of literacy and numeracy, preferable educated to 'A' level standard
- Knowledge of the British education system
- Awareness of the reasons for non-school attendance
- An ability to communicate successfully with a variety of people both verbally and in writing
- Ability to prioritise workloads and meet deadlines
- Ability to work with minimal supervision
- A positive approach to work including flexibility over working hours
- Administration skills
- Understanding and commitment to equal opportunity issues
- A commitment to the protection and safeguarding of children and young people
- Ability to value and respect the views and needs of children and young people