



BSix Brooke House Sixth Form College

JOB DESCRIPTION

Post Title:	Student Support Officer
Scale:	16-18
Responsible to:	SENDCo

Job Purpose

Purpose of the role is to support learners with special educational need and disabilities including mental health and wellbeing, to access the curriculum, raise achievement and aspiration outcomes.

Specific Duties

- To support students with higher levels of learning needs, including students with Autism and Asperger's Syndrome.
- To plan and deliver one-to-one, small group and in-class support to students in the form of (i) subject-specific guidance and (ii) the development of appropriate study skills.
- To lead in an area of specialist responsibility, such as:
 - **SSO English:** English and Language targeted intervention.
 - **SSO Maths:** Maths and numeracy targeted intervention.
 - **SSO Literacy:** Targeted reading accuracy, reading comprehension, spelling intervention.
 - **SSO Wellbeing:** Emotional Literacy, Resilience, mindfulness support.
 - **SSO Community Engagement:** Social Skills Intervention, Girls Social Group, Parent Engagement.
 - **SSO Employment:** SEND Work Experience, Careers Support, Employability Skills, Progression Pathways.
 - **SSO Independence:** SEND IAG support, Money Management, Independent Travel etc.
 - **SSO Parental Engagement:** Liaising with parents, facilitating Parent forums, arranging SEND Reviews.
 - **SSO Health & Fitness:** Targeted health related interventions.
- To work with these students with the intention of taking all measures necessary to ensure they meet their Predicted Grades.
- To track and monitor the performance of individual students who are part of the caseload to boost the achievement of students and improve attendance and punctuality.
- To liaise with partners and agencies, such as parents, carers and well-being.
- To set targets for individual students and to monitor their progress.

- To lead by example in relation to academic standards, attendance and punctuality.
- To lead Parent Forum and Teacher Drop-in sessions, as required.
- To attend relevant meetings in all areas and at all levels of the organisation.
- To report to the SENDCo.
- To set and meet challenging targets for raising achievement.
- To undertake any other duties commensurate with the post.

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is conducted jointly with your Manager. You are expected to participate fully in the review and, following discussion to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

The successful candidate will be required to apply for a Standard Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at www.disclosure.gov.uk

PERSON SPECIFICATION:

Please use this Person Specification when completing the 'Person Specification requirements' section of the Application Form.

Education and Training	Essential	Desirable	Assessed by
GCSE Maths and English Language (or equivalent Level 2 qualification)	✓		Application
Level 3 Qualification or higher	✓		Documentary Evidence
Relevant CPD in the field of education, learner support and/or Special Educational Needs & Disabilities.		✓	Application
A personal commitment to keeping professional knowledge up to date and improving capabilities.		✓	Interview
Work Experience	Essential	Desirable	Assessed by
A minimum of one year's relevant work experience	✓		Application
Experience of working with learners with learning difficulties and/or disabilities	✓		Interview
Experience of working in Further Education		✓	
Skills and Knowledge	Essential	Desirable	Assessed by
To plan and facilitate groups of learners	✓		Application
Good IT skills, including a good working knowledge of MS Word to produce documents and emails	✓		Task at Interview
Good IT skills to create data spreadsheets and dissemination of information using MS Excel.		✓	
Ability to deal with the complex needs of learners	✓		Application
Ability to motivate and lead learners	✓		Interview
A working knowledge of the needs of learners with learning difficulties and /or disabilities.		✓	
Ability to adapt learning materials/instructions to meet the needs of learners		✓	
Experience of facilitating personal care		✓	Application
Demonstrate an ability to be self-directed, show initiative and to be able to solve practical problems without supervision.	✓		Application
Demonstrate good organisational and record keeping skills	✓		Application
Personal Qualities	Essential	Desirable	Assessed by
Highly effective communication skills	✓		Application
Demonstrate an ability to work as part of a team and to develop and sustain good working relationships with internal and external stakeholders.	✓		Interview
Ability to liaise effectively with teachers and other members of staff	✓		References
Flexible approach to working	✓		
Suitability to work with children, young people and vulnerable young adults.	Essential	Desirable	Assessed by
Motivation to work with children, young people and vulnerable adults	✓		Application
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	✓		Interview References
Emotional resilience with challenging behaviours	✓		