 

**CHILDREN’S SERVICES**

#### JOB DESCRIPTION

**POST TITLE:** Pupil Support Officer

**GRADE:** Band 5

**RESPONSIBLE TO:** Head Teacher

**Overall Objectives of the Post:**

To work as part of a multidisciplinary team across the whole school to support children and families with a range of pastoral issues, including:

Emotional resilience, safeguarding, Early Help, Behaviour for Learning and attendance.

This role requires experience of working with children, parents/carers and other agencies.

This role is key in terms of learning, achievement and inclusion.

**Key Tasks of the Post:**

* Provide emotional resilience and SEMH support for vulnerable pupils, including those who are reluctant to attend school.
* Deliver intervention programmes, as required.
* Develop 1:1 or small group mentoring programmes, with a focus on developing key social skills and emotional resilience.
* Be a mental health champion.
* Promote independence and resilience and employ effective strategies to recognise and reward achievement.
* Provide support in the school’s Inclusion Centres (PZ and BSR) when required.
* Support with organisation of whole-school events, such as anti-bullying week and diversity week.
* Provide support for our Young Carers, pupils with complex needs and those who are subject to multi-agency support.
* To provide support for pupils transferring to the school from the primary sector.

1. **To support parents, carers, children and families, you will:**

* Build positive relationships with pupils and parents.
* Attend and contribute at multi-agency meetings, where necessary.
* Liaise with the relevant agencies.
* Be aware of appropriate signposting procedures and agencies that can support resilience and mental health.
* Assist with the monitoring and tracking of the attendance of vulnerable groups, putting in place appropriate intervention and support.
* Clerical/admin support e.g., dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making initial contact with parents, sending out letters and scheduling meetings with parents.

1. **To provide support for the school, you will:**

* Comply with and assist with the development of policies and procedures.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
* Maintain all records.
* Provide support and advice to parents and carers.
* Liaise with the senior leadership team/SENCO in relation to vulnerable pupils.
* Take responsibility for personal development to maintain an up-to-date awareness of legislation and practice issues and deliver training relevant to post.
* Being part of the duty team.
* Contribute to staff training in relation to supporting SEMH.

1. **To provide support to pupils, you will:**

* Take a role in delivering pastoral intervention to pupils, focusing on building relationships, resilience and SEMH.
* Attend to pupils’ personal needs and provide advice to promote their social, health & well-being development.
* Take a role in the delivery of pastoral support programmes to support children with repeat referrals to the BSR and Amber Zone.
* Arrange and develop 1:1 mentoring arrangements with pupils and provide support for pupils experiencing SEMH issues.
* Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
* Motivate pupils, promote and reinforce self-esteem.
* Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

1. **To provide support for the staff, you will:**

* Support pupils’ access to learning using appropriate strategies, resources etc.
* Take lead role in the development and implementation of appropriate behaviour management strategies.
* Administrative support e.g., dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.

1. **To provide support for the curriculum, you will:**

* Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KM/CL

Date: 31.03.22