



# Wolstanton High School

A Shaw Education Trust Academy



**Executive Principal: Mrs D Farrent, B.A. MSc, NPQH**  
**Head of School: Mrs M Hobson B.Ed**

#

*Milehouse Lane, Wolstanton, Newcastle-under-Lyme, Staffordshire ST5 9JU*

t: 01782 742900 [www.wolstantonhigh.org.uk](http://www.wolstantonhigh.org.uk) e: [office@wolstanton.shaw-education.org.uk](mailto:office@wolstanton.shaw-education.org.uk)

---

## Job Description

### Student Behaviour Support Officer

School				
Job No.	Post Title	Grade	JE Pts	Date
C1230	<b>Student Behaviour Support</b>	Grade 6	453 NJC	April 2008

## Statement of Purpose

Under the direction of senior staff organise and provide a range of support strategies for young people who need help to overcome barriers to learning both inside and outside the school.

## Support for Students

- In liaison with the pastoral team contribute to the development of strategies to improve learning and behaviour for individually identified students
- Support the class teacher by taking disruptive pupils to relevant alternative provision.
- Support the integration of students who have joined the school under difficult circumstances or are on a managed move
- Support student reintegration after fixed term exclusions
- Support students on their return to the classroom after a time of isolation or exclusion
- Provide academic and pastoral mentoring for specific students identified the by line manager in order to raise self-esteem and confidence
- Liaise with the pastoral team, SENCo, Assistant SENCo, DSL, Deputy DSL, parents and other appropriate agencies to provide inclusion strategies for identified students and to ensure that their needs are fully addressed

- To deal with extremes of poor behaviour that cannot be contained within the classroom
- Develop a 1:1 mentoring relationship with identified students needing support to meet deadlines and improve predicted grades
- Supervise students who are not attending all lessons for a variety of reasons
- Keep accurate attendance and work records
- Liaise with subject teachers of identified students to organise work when necessary
- Respond when required to requests from teachers to remove specific students from the classroom
- Organise, when appropriate, or support extra-curricular activities for disaffected students in order to raise their self-esteem and encourage them to co-operate with others

## Support for Home/School Links

- Initiate Homestart applications to provide early help for vulnerable pupils and have an understanding of the data about performance of disadvantaged pupils
- Establish effective home/school links for identified students including the collation of packages of work and arrangements for marking
- Liaise with subject staff for the work required
- Maintain contact with parents/carers of identified students to keep them informed of progress.
- Work alongside parents and students in crisis liaising with identified personnel
- Attend meetings as required for identified students who have had fixed term exclusions

### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

### **Note 1:**

**The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.**