

**STUDENT SUPPORT OFFICER**

**Required asap**

**Salary: Grade 5 £25,584 per annum (pro rata £22,041)**

**Hours: 37 per week, term time only, plus 5 Inset days**

Monday-Thursday, 8.00am-4.00pm and Friday, 8.00am-3.30pm

**Closing date: 14th May 2025**

**Interview date: on receipt of application**

The Student Services Officer will focus on supporting individual students to ensure they achieve their potential in school. They will work with students on improving attendance and with other members of the team to monitor the attendance of the Year groups. They will monitor and support students who are under-achieving. The role also entails promoting effective relationships between home and school so that students engage fully in learning.

**‘Staff are enthusiastic about working at the school. They are also very positive about leaders’ attention to their well-being. Leaders are considerate of staff workload.’ – *Ofsted report 2022***

**We can offer you:**

* A very well-resourced and organised team that is committed to co-planning using educational research.
* A collaborative and analytical leadership team who will both support and develop you as a leader.
* A school which has a comprehensive CPD programme, capitalising on the strengths of all teachers and focusing on coaching and co-planning to develop teaching practice and pedagogy.
* An inclusive and collegiate school, which recognises the importance of staff wellbeing.

**We are looking for:**

* Someone who can work with students on a one to one or group basis to overcome barriers to their education.
* Someone to deal directly with students, parents, carers and external agencies in matters relating to attendance, behaviour, student wellbeing and progress.
* Support to the work of the wider pastoral team as required including the Designated Safeguarding Lead (DSL), the attendance officer and/or the Year Team Leader (YTL) to ensure best outcomes for students.
* Someone to plan and carry out Restorative conversations and meetings with students (training will be provided).
* Someone to plan and carry out tier 1 interventions (such as small group sessions) to build students' confidence.
* Someone to present a professional image in terms of dress code and attitude.
* Someone to promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.

**The successful candidate will:**

* **work with students who require support using positive behaviour strategies;**
* **have a good working knowledge of Google, Microsoft Word and Excel;**
* **knowledge of Bromcom would be an advantage;**
* **be able to prioritise work, use initiative and be prepared to be flexible;**
* **use their discretion and respect confidentiality as appropriate;**
* **be resilient, and be able to work well under pressure;**
* **actively support and implement all school rules, policies and expectations;**
* **be happy, confident and effective when working with young people and parents/carers.**

THE ANGMERING SCHOOL, STATION ROAD, ANGMERING, WEST SUSSEX, BN16 4HH

Tel. 01903 772351 Fax 01903 850752

e-mail [recruitment@theangmeringschool.co.uk](mailto:recruitment@theangmeringschool.co.uk)

website [www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a Disclosure & Barring Service.