

JOB DESCRIPTION

Post Title	Student Provision Officer (SPO)
Responsible To	Director of Learning (DoL)
Responsible For	To create, maintain and develop conditions which maximise the outcomes for all students
Salary	9A/B
Hours	37 hours per week (term-time)
Start Date	TBA

Organisation:-

- Develop a support network to provide guidance and help for students in need, with attendance, social and emotional issues and underachievement being the main focus
- To oversee the year groups' attendance procedures, ensuring that official registers are accurately maintained.
- To work with the Area Inclusion Officer and DoL to ensure attendance trends are monitored and effective interventions are in place.
- Provide timely, effective and satisfactory response to any concern or query raised by parent/carers and staff.
- To support the DoL in implementing and where appropriate delivering timely interventions to individuals or groups of students.
- Attend and present information about specific students at various meetings, including multi-agency meetings, attendance panels etc.
- Ensure that reports go to parents on the correct date as per the academy's assessment calendar.
- To work with the Director of Learning, Admin and Data departments to ensure maximum possible parental attendance at Progress Evenings, and other academy events.
- Facilitate, as necessary, Student Voice Meetings ensuring that arrangements including the administration for these is undertaken and recorded.
- Attend link/signpost/allocation meetings with other selected members of Learning Provision.
- Complete the appropriate Referral Forms/Reports as and when appropriate.
- To support the DoL in the organisation, presentation and delivery of assemblies and rewards events.

Administration:-

- Develop and implement intervention strategies to be used for selected students, and groups of students, identified through data analysis.
- Management Information relating to attendance, exclusions and referrals will be analysed on a regular basis. Issues arising from analysis will be acted upon to ensure student achievement in liaison with other appropriate personnel.
- Work with the DoL to ensure that protocols for the monitoring of homework, uniform and scrutiny of student planners, by Form Tutors is adhered to.
- Ensure routine administrative tasks are completed to time and in accordance with academy procedures; e.g. registers are marked accurately; authorised and unauthorised absences are recorded; student health information and student's personal data is accurate and up-to-date on SIMS.
- The SPO, DoL, and the Tutor Team will set, monitor and review standards and expectations about both work and behaviour in accordance with academy policy and guidelines.
- The SPO, DoL and the Tutor Team will agree, implement, monitor and review appropriate and consistent routines within their year groups as documented and published.
- Ensure that any paperwork, relating to the year group, is of the highest quality e.g. student records, letters home, exclusion documentation etc.

Resources:-

- Whole-academy policies and decisions will have been implemented and applied throughout the year groups, with particular reference to the Behaviour Policy; Bullying Policy, Homework Policy; Academy Dress Guidance; and Child Protection Policy.
- A safe and stimulating environment will be maintained as a base for the year group.

General:-

- Ensure students' standard of dress conforms to the Academy Dress Guidance.
- Attend staff and year group briefings and present relevant information to staff.
- Attend Progress Evenings for the relevant year groups.
- Be aware of and comply with all academy policies and procedures especially those relating to Child Protection, Health and Safety, security and confidentiality.
- To participate in Appraisal as required.
- Other duties as required in support of the academy within the scope of this post.
- To support the academy's behaviour systems by delivering timely and appropriate sanctions and support to the students in your year groups.
- To work as part of the wider team to support the functionality of the Learning Provision Team.

PERSON SPECIFICATION

Post Title: Student Provision Officer

Essential	Desirable
Candidates will hold appropriate academic qualifications to at least GCSE standard, or be able to demonstrate competency through proven experience in a similar role.	Candidates will be educated to “A” level standard or equivalent
Candidates will hold appropriate professional qualification or be able to demonstrate competency through proven experience in a similar role.	
Candidates will be seeking to develop a career working with young people in an educational context and will have relevant experience in a similar environment or appropriate qualifications.	Evidence of a career plan will be sought at interview. Experience in the field of education, welfare, youth work, careers and training or EBD will be an advantage.
Candidates will be well-organised and capable of working on their own initiative to a high level of accuracy and presentation.	Evidence of independent work will be an advantage.
Excellent prioritisation and time-management skills and the ability to work effectively and efficiently within set deadlines and time scales.	
The ability to operate as a member of a team and a willingness to carry out routine and clerical tasks if required.	
Familiarity with commercial word processing spreadsheet and database packages or the ability to respond quickly to in-house training is essential. (MS Office and SIMS (academy’s database) currently in use).	
Candidates should have excellent inter-personal skills and be able to communicate effectively with young people and educational professionals who work with them. You will be able to combine tact, diplomacy and discretion sufficiently well to manage the demands of the post.	
Candidates should have a forward-looking approach to student support and have drive, initiative and the ability to respond quickly to further restructuring of the support systems in academy.	An understanding of operating arrangements for academies and the changing environment
The postholder will have access to confidential and sensitive information and must be able to demonstrate tact, sensitivity and absolute respect for the confidentiality of information gained as a result of working at the academy.	