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**Northern Education Trust – Job Description**

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| **Job Title:** | Pupil Support Officer | | |
| **Base:** | Academy | | |
| **Reports to:** | Academy Principal | **Grade:** | SCP12-17 (subject to job evaluation) |
| **Service responsibility:** |  | **Salary:** | £22,571 - £24,920 (FTE, salary to be pro rata) |
| **Additional:** | Regular travel may be required. | **Term:** | 37 hours / 39 Weeks |

**JOB PURPOSE**

* To implement agreed safeguarding and child protection policies
* To assist academy leaders in the coordination of referrals, arranging action as directed
* To implement the behaviour policy and its administration
* To provide administrative support to promote academy attendance strategies

**JOB SUMMARY**

To support Academy Leaders / Welfare and Attendance Support Officer in promoting the welfare and protection of children and support vulnerable families. Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children and improve attendance. To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium children.

**RESPONSIBILITIES:**

1. To support the implementation of attendance, punctuality and child protection policy and procedures
2. Encourage good practice by promoting the child protection and attendance and punctuality policy and procedures
3. Respond appropriately to any disclosures/concerns in order to safeguard children
4. To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding, child protection, attendance case notes and report where required
5. Where required, liaise with statutory agencies and ensure they have access to all necessary information
6. To support achievement of expected standards of behaviour within the academy, using methods including regular learning walks and use of the expectations system
7. To maintain accurate records of behavioural incidents
8. Liaise with senior leaders to refer children, where necessary, to outside agencies and co-ordinate referrals
9. To support senior leaders in ensuring that the ‘first day response’ actions are completed for every child absent from the academy and that accurate records are maintained
10. To respond to parental enquiries, where appropriate
11. To work with identified pupil premium groups and their families to narrow the attainment gap
12. To maintain confidentiality at all times

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**General**

1. To participate in wider academy meetings and working groups as required.
2. To report to and collaborate with the academy Welfare and Attendance Officer.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …………………………………… Date: ……………………………….