

Ursuline College



Job Description/Person Specification

House Support Officer

Line Manager:	Head of House
Grade:	KR5
Hours per week:	30
Weeks per year:	40 (Term Time plus 5 INSET days plus 5 days during school holiday periods)

Main Purpose of Job:

To support the Head of House and House Manager in the gathering of academic data and reports from teachers about the academic performance of students in the House and to support pupils' academic progress, and oversee and manage work for inclusions, exclusions and long-term absence

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To 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
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

General Duties:

- To uphold the Catholic Ethos of the school.
- To take part in/help organise Parents' Evenings, assemblies and other House events.
- To support with detentions.
- To maintain complete and accurate student and House records and reports in electronic and/or paper formats.
- To ensure that all SIMS student data is accurate and complete at all times.

Academic Support:

- To support in the gathering and analysis of academic data and reports from teachers about the academic performance of students in the House.

Pastoral Care:

- To support in monitoring attendance and punctuality, and to meet with parents as needed.
- To support in monitoring the behaviour, uniform and achievements of students in the House.
- To ensure students in detentions are escalated accordingly and are provided with reminder slips to attend, or are collected to attend.
- To take steps to prevent bullying and discrimination and to support victims.
- To monitor the awarding of behaviour and achievement points across the House.
- To support students' social and emotional wellbeing across the House.

- To liaise with parents, including being the first point of contact for parents who contact the school, and ensuring a resolution.
- To oversee the induction of new students who are admitted in-year.
- To oversee and manage work for Reflection and suspensions for those students to whom this applies in the House.

Administrative Duties:

- To undertake the provision of general administrative and organisational services in the House as needed.

A House Support Officer may be required to undertake any other reasonable tasks as required by the Executive Principal/Academy Principal

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.

Person Specification:

Criteria		Essential Desirable	
Qualifications	Good general standard of education	✓	
	Educated to degree standard		✓
	Hold GCSE Maths and English, or equivalent		✓
	Recent CPD in behaviour management and/or pastoral care		✓
Specific Skills, Experience and Knowledge	Previous experience of working with children and young people, preferably within an educational setting		✓
	Familiarity with policies concerning Health & Safety, AEN and Equal Opportunities	✓	
	ICT skills including experience of Microsoft Office	✓	
	Knowledge of the school SIMS system		✓
	Experience of working with external agencies		✓
Personal Qualities	Excellent record of punctuality and attendance	✓	
	Excellent written and verbal communication skills	✓	
	Ability to remain calm under pressure	✓	
	Ability to work effectively as part of a team	✓	
	Willingness to undertake relevant training to develop performance	✓	
	Supportive of the School's Catholic Ethos	✓	
	Desire and potential to progress to further promotion		✓