

## Job Description Student Success Officer

### Purpose of the Post:

- Ensure continuity of provision during staff absences by supervising classrooms and study spaces, assisting students and ensuring they stay on task with tasks set by absent teachers
- Lead one or more aspects of the school's extra-curricular provision (for example, before- or after-school clubs or structured supervision of play spaces)

### Reporting to:

- Cover Lead
- Assistant Headteacher (Teaching and Learning)

### Responsible to:

- The Headteacher and the Governing Body

### Duties and Responsibilities

- Cover Supervision: Oversee classes when teachers are absent, ensuring students stay focused and behave appropriately. Handle any immediate issues and report as necessary.
- Classroom Support: Help students with learning tasks, adapting materials to suit their needs. Encourage their independence and confidence in the classroom.
- Student Monitoring: Assist in tracking student progress, provide feedback to teachers, and participate in progress reviews.
- First Aid and Support: Be a fully trained First Aider or be willing to complete training. Assist with medical needs and supervise holiday programs.
- Administrative Tasks: Assist with basic administrative duties such as photocopying, filing, and typing.
- ICT and Resource Use: Support the use of ICT in the classroom and ensure safe use of equipment.
- Extracurricular Involvement: Support after-school activities and study sessions.



- Supervision Duties: Monitor students during breaks and lunchtime to ensure health and safety practices are followed.

### General Duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.
- Fully support the school's policies and aims, including safeguarding, child protection, and health and safety.
- Adapt to the changing needs of the school and perform additional tasks as required by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



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## Person Specification Student Success Supervisor

*All criteria are essential.*

Attributes	Description
<b>Qualifications, Knowledge, Training &amp; Experience</b>	<ol style="list-style-type: none"> <li>1. GCSE Grade 4 (C or above, in English and Maths, or equivalent)</li> <li>2. Knowledge of Microsoft software packages</li> <li>3. First aid training (or willingness to complete it)</li> </ol>
<b>Personal Skills &amp; Qualities</b>	<ol style="list-style-type: none"> <li>1. Strong communication skills, able to listen and negotiate effectively</li> <li>2. Passionate about inspiring young people with a love of learning</li> <li>3. Ability to establish positive relationships with students and staff</li> <li>4. Good organisational skills, able to stay calm under pressure and adapt to changing situations</li> <li>5. Motivated, flexible, and proactive in supporting students and the school community</li> </ol>
<b>General</b>	<ol style="list-style-type: none"> <li>6. Demonstrate a commitment to equality</li> <li>7. Understanding of Health &amp; Safety</li> <li>8. Understand and implement child protection procedures</li> <li>9. Understand procedures and legislation relating to confidentiality</li> <li>10. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications</li> <li>11. A commitment to safeguarding, equality, and diversity</li> </ol>



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