



## ROLE DESCRIPTION

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### STUDENT SUPPORT AND MANAGEMENT OFFICER (SSMO) – JUNIOR SECONDARY ACADEMY (JSA)

#### ROLE PURPOSE

The Student Support and Management Officer works as part of a team in support of the Head of the Junior School Academy and the Year 7 & 8 Team leaders with respect to the mentoring and management of students within each year group within the Academy. The SSMO is also a member of the Junior Academy Wellbeing Team which is in place to support the School's educational, pastoral and co-curricular mission. The team is inspired to work towards achieving the highest levels of collaboration, co-operation, integrity and team-work. The function of the Wellbeing Team is to deliver a broad range of support services to all boys and parents and staff working within the Junior Academy.

#### ROLE RELATIONSHIPS

The SSMO is responsible to the Head of the relevant Academy and to work closely with the relevant Year Group Team leaders. As with all School employees, the SSMO is ultimately responsible to the Headmaster.

The position will engage with Knox Grammar staff, parents, students and external parties with an inclusive, courteous and service-orientated disposition. This position will deal with matters of a sensitive and confidential nature diplomatically and discreetly.

#### ROLE RESPONSIBILITIES

- To build and develop the culture of the new JSA.
  - To contribute to the building of positive professional relationships within the School and broader School community.
  - To collaborate in team building processes within the School.
  - To assist in developing effective communication links across the School community.
  - To provide support and loyalty to professional colleagues.
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- To provide prompt and a high level of service to staff within the relevant Academy including staff, students, parents and visitors.

### Key Skills & Abilities

- To work effectively as part of a team
- To be proactive and energetic with a positive approach to work.
- To have a demonstrable capacity to manage and prioritize tasks.
- To be discreet and able to maintain strict levels of confidentiality.
- To have demonstrable problem solving skills.
- To have highly developed organizational and interpersonal skills.
- To possess strong written and verbal communication skills
- To pay meticulous attention to detail.

### Key Role Duties

- To support the relevant Head of Academy in the day-to-day management of students in the relevant Academy.
  - To provide support to the team leaders in the management of student movement & behavior
  - To supervise the Junior Academy Locker Areas before school as well as during recess and lunch breaks.
  - To supervise year 7 & 8 students during their fortnightly Chapel Service, weekly year meeting, during full school and student assemblies.
  - To investigate student related incidents, as required. To provide feedback to the relevant team leader and Head of Academy as well as updating the pastoral record for each incident, as required.
  - To manage and supervise weekly, after school, student reflection sessions.
  - To supervise students at major school events, such as; home games, CAS sporting events, special assemblies, Anzac Day Ceremony, Gala Day etc.
  - To work with the Senior Leadership Team and to provide supervision of the train station or Knox buses after school each day and from time to time travel on the train to provide additional supervision of students on the train or at other railway stations.
  - To attend and contribute to the fortnightly year group Well-being meeting
  - Where possible, attend and provide support at the year group camp/expedition
  - To assist and guide students with problems associated with lost property, damaged lockers, truancy, etc.
  - To provide guidance and support to students who are experiencing difficulties in relationships with other students.
  - To monitor student dress and presentation
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- To liaise with local authorities, the general public and parents re incidents or student behavior in public areas; e.g. transport, parks, shops etc.
  - To liaise with the Police School Liaison Officer as required.
  - To perform other duties as required.

## WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- Dealing with incidents or accidents as soon as possible.
- Working within the WHS management systems that have been adopted by the School.

## APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the SMO will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

## TERMS OF EMPLOYMENT & REMUNERATION

The Student Support and Management Officer is employed under the general terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement.

The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The SSMO will stand down during the School holidays. Superannuation in line with the regulatory requirements to be paid by the School in addition to salary.

*Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation*