

Job Description

Job Title:	Student Liaison Officer (School Based)
Responsible to:	Head of Welfare and Safeguarding
Functional Liaison with:	All staff, students and key external organisations
Main Purpose:	To patrol the school site, engage positively with student promoting positive behaviour. Resolving conflict should it arise. Visiting students in their homes as part of attendance monitoring.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Be present as students are dropped off in the morning and afternoon, as well as during break times and lunchtimes, to foster a sense of community and support.
- Lead lunchtime clubs to encourage student engagement beyond the classroom.
- Maintain a visible and approachable presence – Walk around the school regularly to ensure students feel safe and supported while also reinforcing positive behaviour.
- Respond to behaviour incidents as needed, and utilise de-escalation techniques to manage and resolve confrontations between students, promoting peaceful resolutions and positive interactions.
- Make records on the school safeguarding system as necessary.
- Provide guidance on topics such as substance abuse prevention, sexual health awareness, mental health support, and the benefits of physical exercise.
- Monitor the presence of individuals outside the school to ensure that only authorised persons are on site.
- Engage with neighbourhood residents, businesses, and organisations to promote positive relationships and address any concerns regarding student behaviour outside the school
- Establish a strong partnership with the local Police Community Support Officer (PCSO), inviting them to visit the school regularly to provide guidance and build trust with students.
- Visit student homes in specific situations to assess well-being as part of attendance monitoring.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations. This would include training in Bury St Edmunds or supporting events and covering at the colleges.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	Educated to Level 3		I,A,
Knowledge and Skills	- Excellent communication and people management skills - De-escalation and negotiation skills	- Current First Aid at Work certificate - Full driving license	A,I,P
Experience	- Experience of working with young people in a variety of settings - Successful experience of working with a diverse range of external agencies - Knowledge of current safeguarding themes within education relating to young people – County Lines, Prevent, Drugs, Mental Health	Experience of working for the Police or Armed forces would be an advantage	A, I,
Personal Qualities	- Enthusiasm and commitment to working with young people - A flexible approach to work - Creative and able to use own initiative. - Able to follow policies and processes to ensure consistency, safety, and compliance in all actions		A, I,
Training	- Willingness to attend, undertake any training or development as, or when appropriate. - Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: Employees who work on a term-time basis will have their entitlement to annual leave (pro rata to their weeks and hours worked) paid as a separate element in their monthly pay.
2. New support staff appointments to the Trust are subject to a 26 week probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.
4. The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.



Group Character Strengths



We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.

